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## Category:Editing

### Pages in category "Editing"

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The following 16 pages are in this category, out of 16 total.

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- [Manual:Create pages](#)

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## Manual:Create Pages

An important aspect of the wiki principle is that information can be shared with other people quickly and without any "red tape". Every wiki user with edit rights should therefore be able to create and edit a page at least in one namespace without any prior knowledge or without special privileges to contribute to their knowledge.

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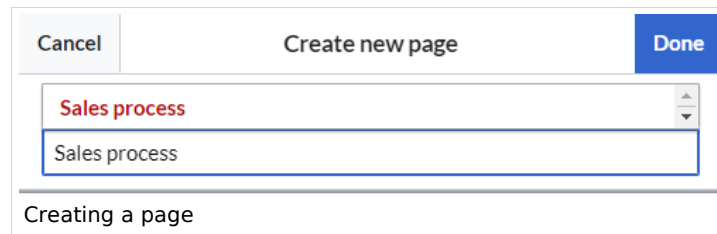
6 Related info ..... 5

## Creating a page

---

To create a page:

1. **Click** the *New* button in the header bar. A dialog window opens.
2. **Enter** a new page name. If the page does not yet exist, you will see a redlink.



3. **Click** *Done*.
4. **Choose** *Empty page* or a different page template. This step is skipped if there are no available page templates. The page opens in edit mode. You can now switch between visual and source edit mode using the [Editor toolbar](#).
5. **Save** the page. It is now available in the main namespace of your wiki (unless you added a namespace prefix while creating the page).

## Changing the page name

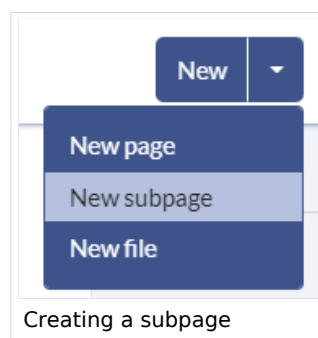
---

If you want to change the page name after the page has been saved — e.g., to save it in a different namespace — you can [move the page](#).

## Creating subpages

---

To create a subpage for the current page, select the *New Subpage* link from the *New* button menu.



The subpage is then created as *Current Page/Subpage* (e.g., *Visual Editor/Tables*). If a page has subpages, the path is displayed as breadcrumb navigation at the top of the page.

## Alternative options

---

- **Search field:** Maybe information about your topic already exists. Before you create a new page, you can use the search to enter terms for your topic and check existing pages. If no suitable page exists, click on the redlink 'Create page *[page name]*' in the search results **or address bar:** You can also create a page directly from the address bar of your web browser. Simply exchange the current page name with a new one. Then, click enter to create the new page.
- **Form:** In BlueSpice pro, the extension [Page Forms](#) is available. It allows to create pages using a form.

## Tipps

---

- **Redirects:** Do you have the impression that an article title is searched more often with a different synonym? Then create a new article with this name and **redirect** the page to another page that contains the actual information.
- **Title choice:** In a wiki, titles are very important. In wikis with many entries, authors may make references to pages that they deem important in the context of their entry. The page title should, therefore, clearly communicate its content. Single words are very good, but even short sentences like "why wikis work" can be useful names. In addition, meaningful page titles also help readers find their way around when they search for an entry.
- **Spelling:** When linking to an already existing page you should pay attention to their exact spelling. If you e.g. typing a `[[hello world]]` instead of `[[Hello World]]` will create a new page as the links are spelled differently. Therefore, consider also capitalization and spaces. Only at the beginning of the letter does it make no difference whether you write a small or capital letter.
- **Namespaces:** If you want to create an article in a different namespace, the namespace must appear before article name. Example: `[[namespace:article name]]`.
- **Special characters:** The following characters **cannot** be used in titles : `{ } & ? < > \` and `,` . For more information, see [mediawiki.org/wiki/Manual:Page\\_title](https://mediawiki.org/wiki/Manual:Page_title).
- **Subpages:** The character `/` is used to create a **subpage**.

### Related info

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- [Rename and move pages](#)
- [Redirects](#)
- [Creating and Using Page Templates](#)

# Working with pages

An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration.

## Contents

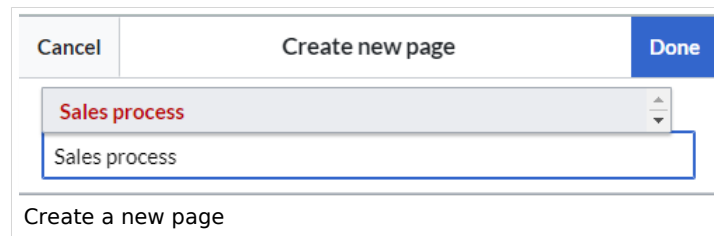
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## Create a page

---

### To create a page:

1. **Click** the New button in the [Header](#). A dialog window opens.
2. **Enter** *a new page name* '. If the page does not exist yet, you will see a red link.



3. **Click** done.
4. **Choose** *Blank Page* or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the [editor bar](#) to switch between visual editing and source code editing.
5. **Save** the page. It now exists in the main wiki namespace.

## Change a page name

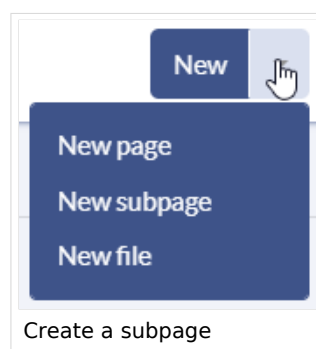
---

If you want to change the page name later (e.g. to store it in another [Namespace](#)), you can use the [Move the page](#).

## Create subpages

---

To create a [Subpage](#) for the current page, select the *New subpage* function from the *New* button menu.



The subpage is then created accordingly as page `Current page/subpage`, e.g. *VisualEditor/Tables*. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character `/` is only used to create a subpage. So you can't create a wiki page called *When/how to take vacation* as this will result in a main page *When* with subpage *How to take vacation*.

## Page name conventions

---

- **Title choice:** In a wiki, titles are very important. In wikis with many entries, it happens that authors set links to pages that they consider important in the context of their entry. Single words work well, but short phrases like "why wikis work" can also be good page names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search.
- **Namespaces:** To create an article in another namespace, its name must be preceded by the namespace prefix, i.e. `namespace:articlename`. An article name can exist multiple times in the wiki as long as it is in different namespaces.
- **Special characters:** The following characters cannot be used in titles: `{ } & ? < > \` and `,`. You can find more about this at [Mediawiki](#).
- **Spelling:** When linking to an already existing page in source edit mode, you should pay attention to the exact spelling. For example, if you enter `[[Hello world]]` instead of `[[Hello World]]`, a new page is created again because the links were written differently. You also need to consider upper and lower case letters and spaces. Only the first letter of a main page is case-insensitive. Subpage names are case-sensitive.

## Alternate options

---

There are other handy ways to create a page in the wiki:

- **Search:** Maybe a page on your topic already exists. Before you create a new page, you can use the search function to enter terms related to your topic and check existing pages. If there is no suitable page yet, click on the red link "Page *[page name]* create " in the search results of the quick menu. There is also a `+` button for creating a new page in the Search Center.
- **Redlink:** If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. `<span class="ve-paste`
- **Browser address bar:** You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open.
- **Inputbox:** Input field that can easily be added to any page that includes predefined parameters to ensure the page is created in a particular namespace or using a particular page template.
- **Form:** In BlueSpice pro, there is also the possibility to create pages using forms.

### Related info

- [Rename and move pages](#)
- [Redirects - Using Synonyms](#)
- [Creating and Using Page Templates](#)



# Delete

Users with edit rights can delete wiki pages. If a page is deleted, it can no longer be found using the search function. However, users with admin rights have the option to restore a deleted page.

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## How to delete a page?

To delete the page, click *Actions* > *Delete* in the [page tools](#).

**Warning:** The page you are about to delete has a history with 34 revisions: [Page history](#)

**Warning:** Other pages link to or transclude the page you are about to delete.

You are about to delete a page along with all of its history. Please confirm that you intend to do this, that you understand the consequences, and that you are doing this in accordance with [the policy](#).

**Delete**

**Reason:**

Other reason

**Other/additional reason:**

This content is now maintained in our intranet instead of the wiki

☐ Watch this page

**Delete page**

Deleting a page

Before deleting the page, you can:

- Check the version history.
- Check which pages link to this page
- Indicate the reason for the deletion: Since deleting a page can raise questions from other users, it makes sense to leave a short explanation here. This text is shown accordingly in the deletion log.
- Watch the page: If the page is restored by another user, you can receive a notification.

## Mass-deleting pages

Admin users can mass-delete recently added pages from the special page [Special:Nuke](#).

## Which pages should be deleted?

You can use some pages under [Special:SpecialPages](#) to find candidates for deletion:

- [Special:ShortPages](#) : With short pages it can be expected that the content of the article is not relevant enough or is better dealt with as a paragraph in another article.
- [Special:LonelyPages](#) : Orphaned pages are characterized by a lack of transclusions or links to the page.
- [Special:NewPages](#) : Reviewing recently added pages is useful, for example, to detect spam in public wikis.

## Where do I find information about deleted pages?

---

- [Special:Log/delete](#) : Search for and restore deleted pages.
- [Special:DeletedContributions](#) : Search for deleted posts of a specific user (or an IP address).

## Recover deleted pages

---

Deleted pages can be restored using the *Delete* log which can be accessed from the page *Special:SpecialPages*. If the deleted page was linked to other wiki pages, the page can be restored directly via the redlink on that page.

## Which pages shouldn't be deleted?

---

There are often more sensible alternatives for deleting:

- **Move:** If a page has an incorrect or incorrect title, the page can be moved.
- **Copy:** If the content does not match the page title, the content can be copied to another page
- **Redirect:** If the page content already exists on another page, the duplicate content can be deleted and a redirect can be created.
- **Obsolete:** The content is no longer current. You can mark the page as out of date and other wiki users can update the page later.

### Related info

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- [Nuke](#): Extension for mass-deleting pages (for administrators)
- [Redirects](#)
- [Deleting user accounts](#)

## Category check

The category check requires users to confirm the categorization of the article each time the page is saved.

## Activating the category check

To use this function, an administrator must first activate this feature in the **namespace manager** for a selected namespace.

Cancel Add namespace Done

Namespace name: KB

Alias:

☒ Subpages

☒ Content namespace

☒ CategoryCheck

☐ Secured page assignments

☒ PageTemplates

☒ Visual editor

☐ Rating

☐ Recommendations

☐ Read Confirmation

☒ Semantic MediaWiki

☐ Approval

Activating the category check

## Checking the categories of a page

When a user is ready to save a page with category check enabled, the confirmation has to be checked so that the page can be saved:

X Save your changes Save page

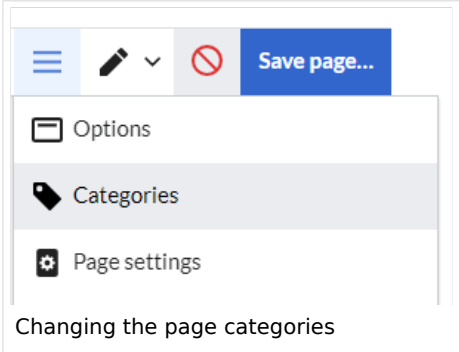
The following categories are set


[Administration](#)

☐ Categories are correct

Required category check

If the user wants to update the categories before saving the page, the dialog can be closed by clicking the x-button in the left corner. The categories can be updated from the options menu of the editor toolbar:



 [Technical Reference: BlueSpiceCategoryCheck](#)

## Context menu

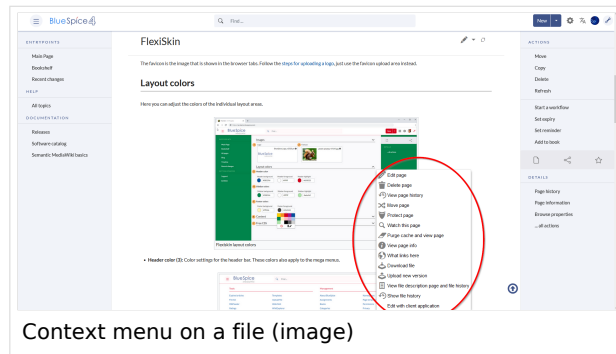
**ContextMenu** replaces the default browser context menu with wiki functions - depending on the context and user permissions.

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## Using the context menu

The context menu opens when right-clicking components that support the ContextMenu functionality. These components consist of internal links and file links.



On internal links, the context menu display quick links for basic page actions, like:

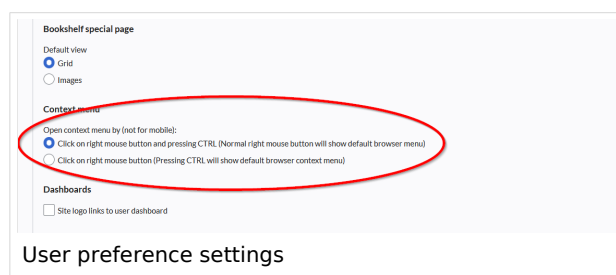
- Editing page
- Viewing page history
- Moving page
- Deleting page...

On file links, some additional options are shown, like:

- Opening file page
- Downloading file
- Uploading new version of the file
- Opening files using client application (when available)

Exact content of ContextMenu menu depends on the wiki configuration

## Settings



Settings for the context menu are located in the user preferences (*pageSpecial:Preferences*), under the "Appearance" tab. The setting is applied separate for each user.


The context menu has two modes:

- Click using the right mouse button and pressing CTRL (Normal right mouse button will show default browser menu)

- Click using the right mouse button (Pressing CTRL will show default browser context menu)

Related info

- [Reference:BlueSpiceContextMenu](#)

 [Technical Reference: BlueSpiceContextMenu](#)

## CountThings

**CountThings** introduces a set of tags for counting various metadata in the wiki. Available tags are: countarticles, countusers, countfiles, and countcharacters.

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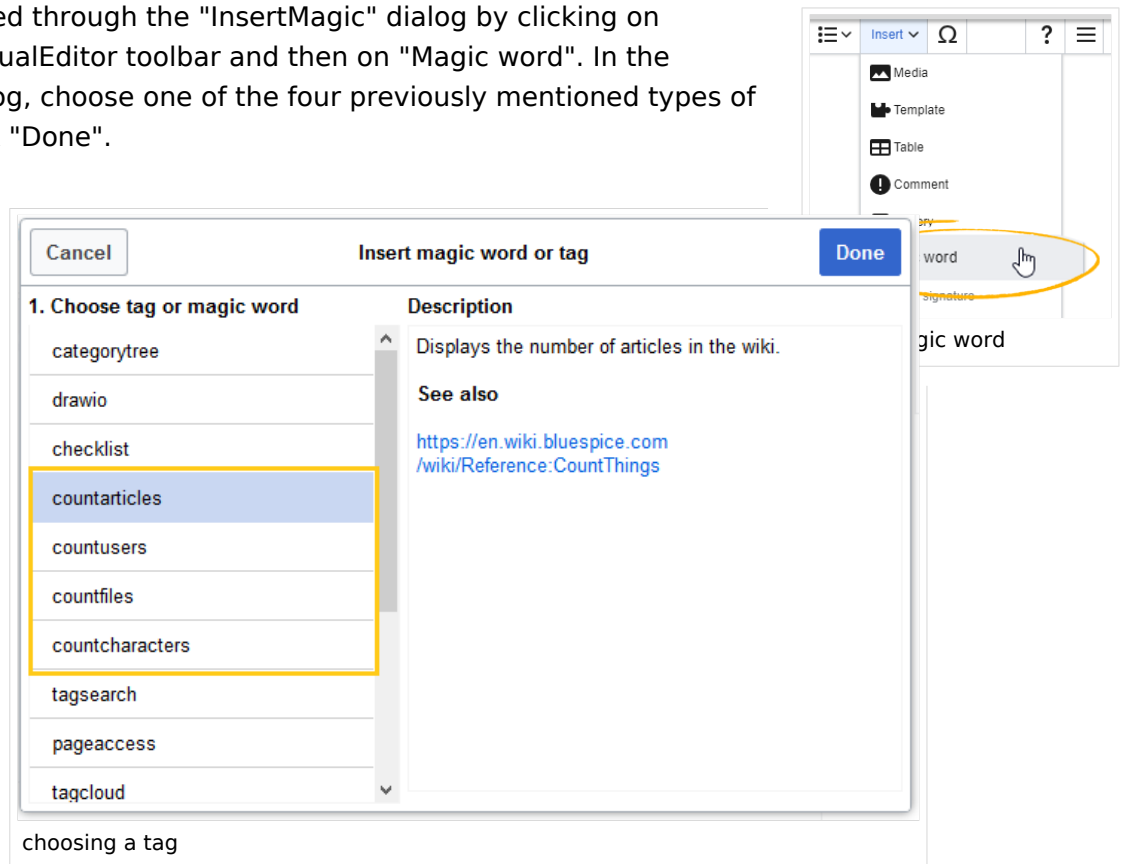
2

Related info .....

17

## Inserting tags

Tags are added through the "InsertMagic" dialog by clicking on "Insert" in VisualEditor toolbar and then on "Magic word". In the resulting dialog, choose one of the four previously mentioned types of tags and click "Done".



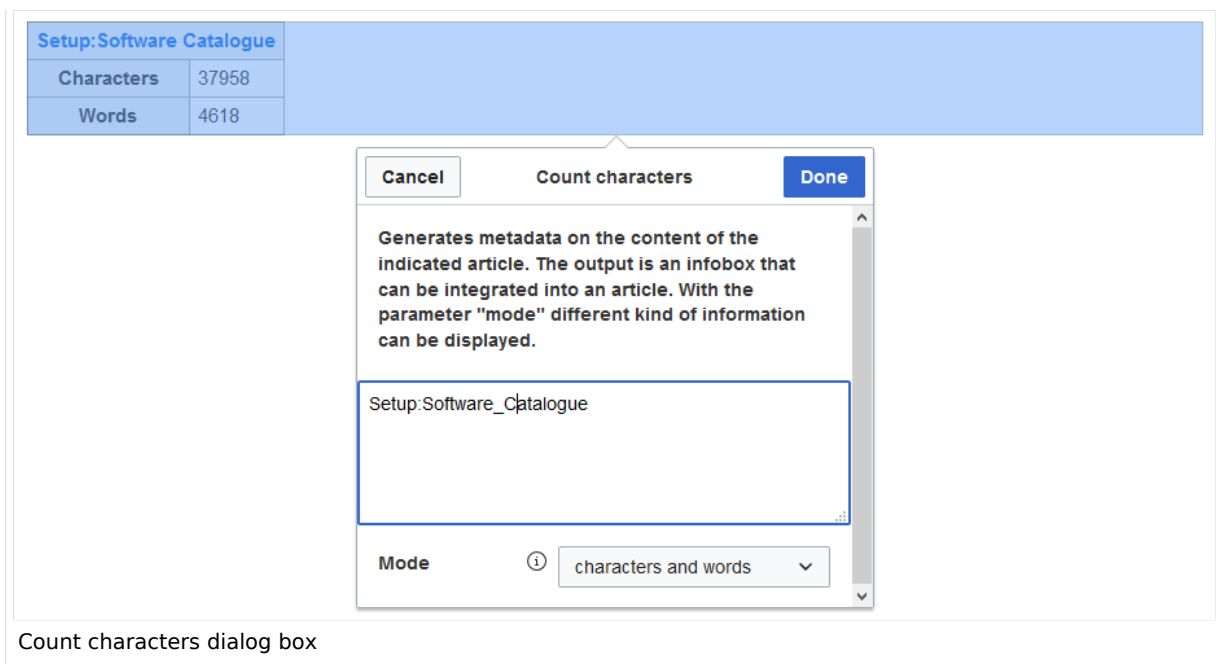
choosing a tag

## Configuring the countcharacters tag

While other tags have no configuration options, and just adding them to the page is sufficient, the *countcharacters* tag must be configured.

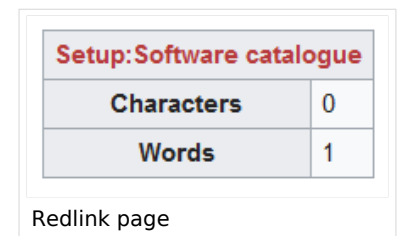
After inserting this tag or clicking on an existing tag already on the page, a dialog opens.





Enter the name of the page for which to count characters. This name should include the namespace if the page is not in the main namespace. Next, select the mode from the dropdown menu.

While selecting the mode and page, a preview of the output is displayed above the dialog box. If the page title in the table heading shows the page name in red ("redlink"), you have misspelled the page name and the page does not exist.



## Inserting tags in wikitext

If you add the tags in source code edit mode, use the following syntax.

```
<bs:countarticles />
<bs:countusers />
<bs:countfiles />
<bs:countcharacters mode="Words">ARTICLENAME</bs:countcharacters>
```

For the "countcharacters" tag, replace ARTICLENAME with the page name for which you want to get the count values. Also, "mode" can be adjusted as needed. For details, visit the reference page:

### Related info

- [Reference:BlueSpiceCountThings](#)



Technical Reference: BlueSpiceCountThings

## Filtering tables

**FilterableTables** applies a filterable and sortable table layout to regular content tables in wiki articles.

### Contents

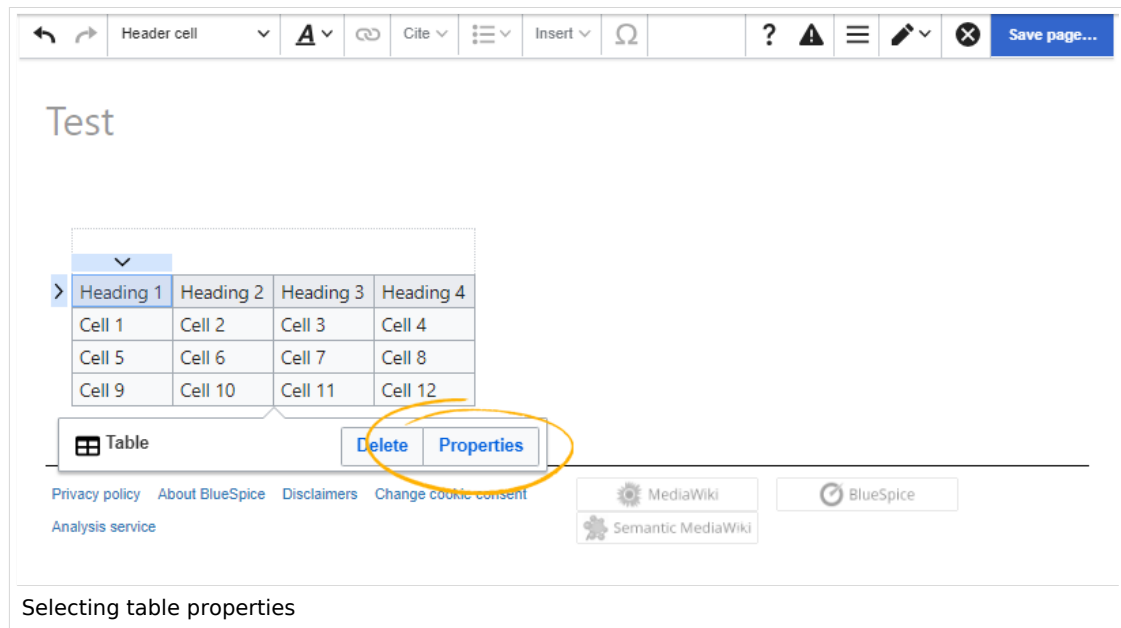
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## Setting the filter option

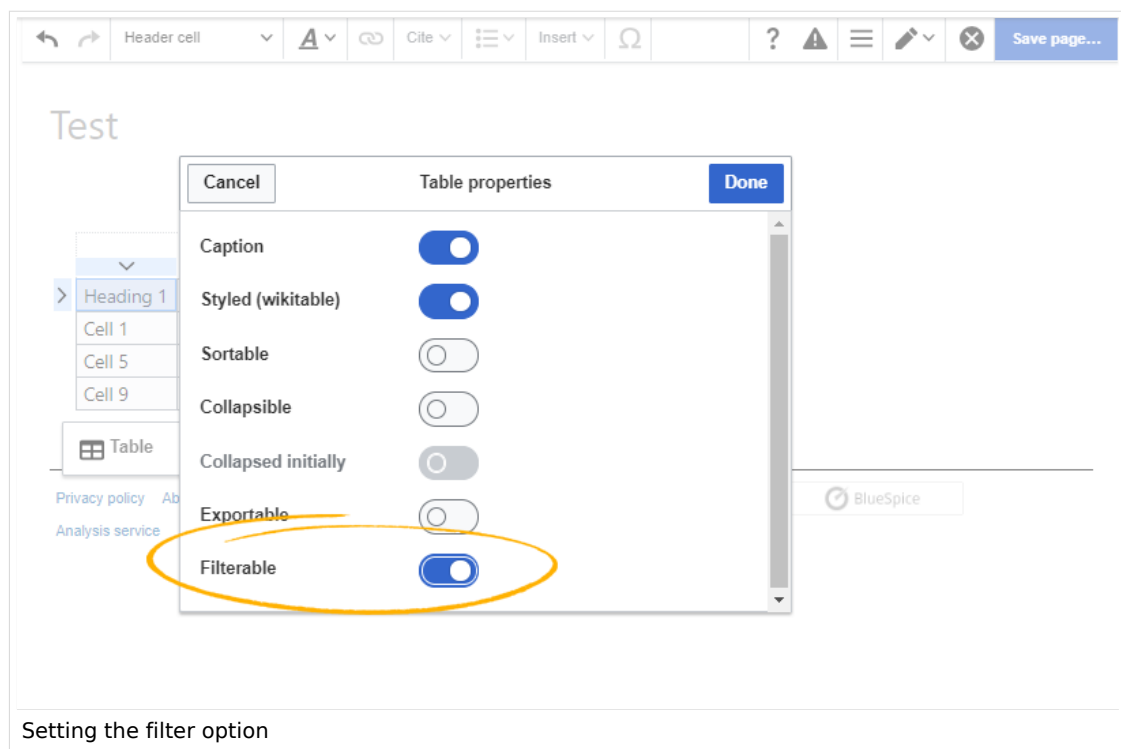
### Visual editing

To apply a filterable table style to your table:

1. **Click** once in the table. This opens the table inspector.
2. **Click** *Properties* in the inspector.



3. **Activate** the slider for the setting *filterable*.



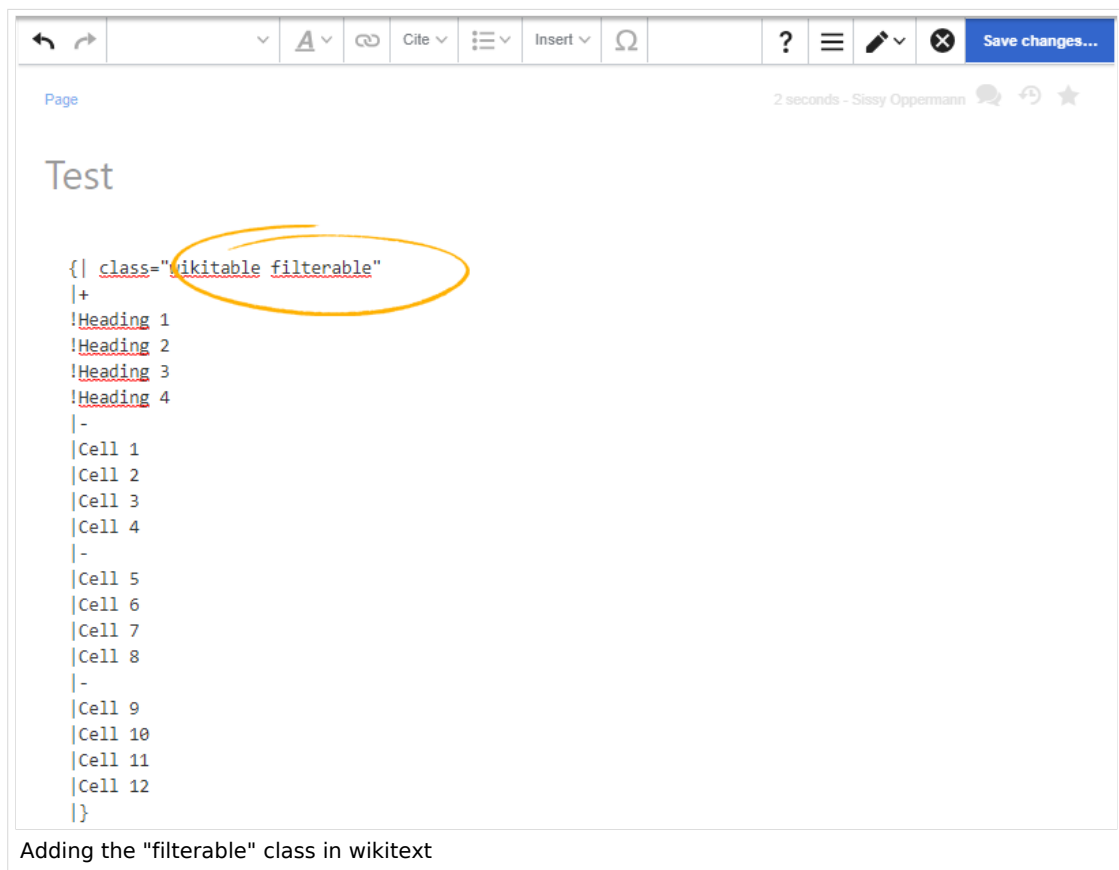
4. **Click** done.
5. **Save** the page. After saving the page, you will see a filterable table layout.

**Note:** Any global table styles that are applied in the table properties are ignored as long as the value "filterable" is active. A filterable table comes with its own table styling.

## Source editing

In source-editing mode, add the class "filterable" to the table opening line:

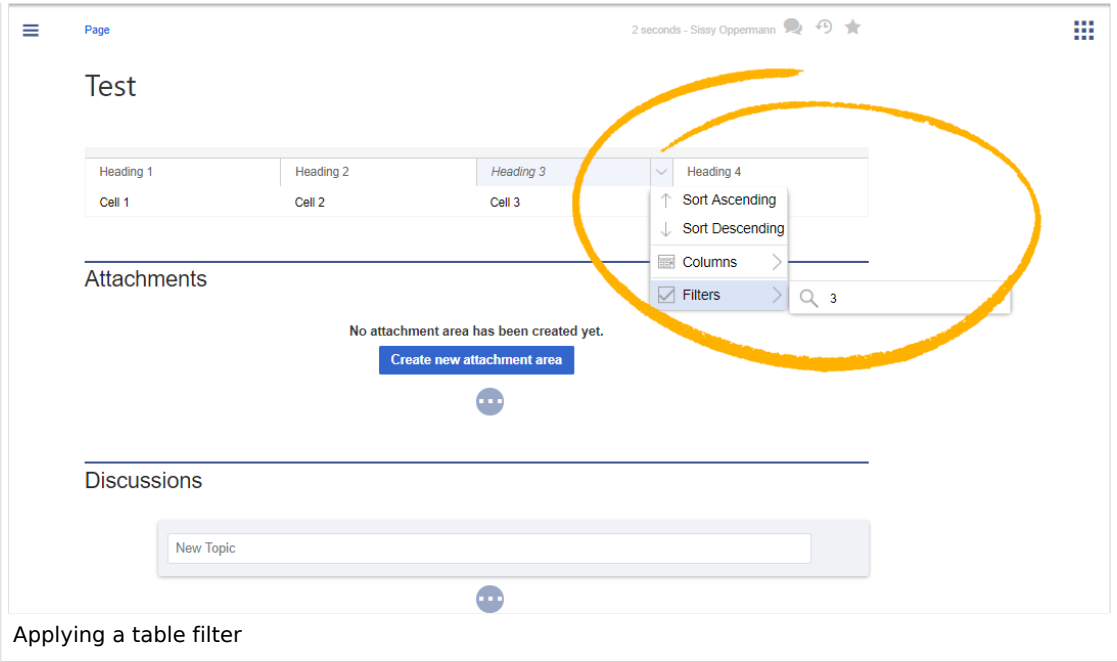
```
{| class="wikitable filterable"  
|+  
!Heading 1  
...  
}
```



## Filtering table columns

The special filter layout of a table is only applied in view mode.

To filter the values in the table, click on the header of the column to filter and select "Filter" from the dropdown menu. In the input field that opens, type in the filter text.



➔ [Technical Reference: BlueSpiceFilterableTables](#)

## Links

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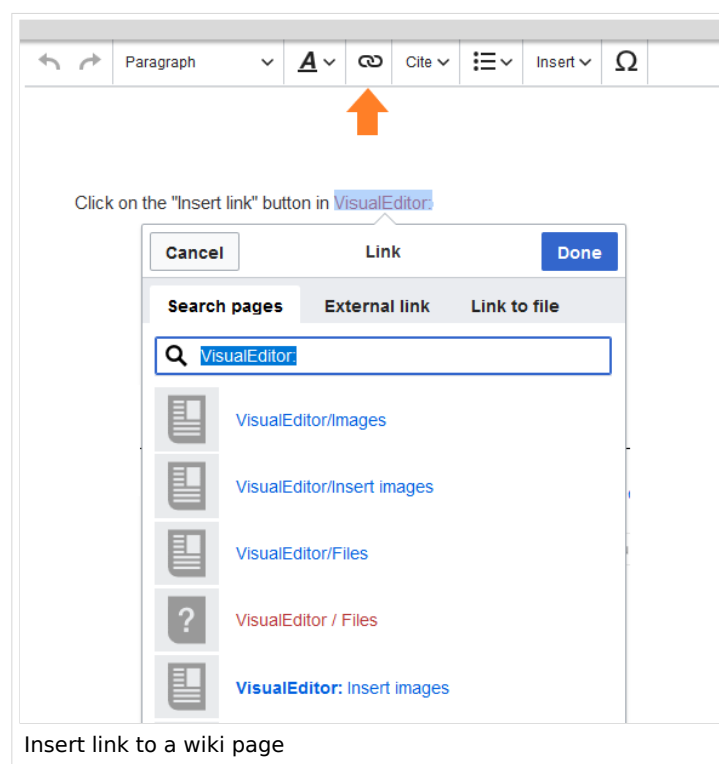
## How do I create links?

---

Linking pages is an important feature of browser-based knowledge documentation. The links often differ in their function. Links connect wiki pages with:

- other wiki pages
- external websites
- files (images, PDF files, Word documents,...)
- files stored on other drives

Use the *Insert link* menu item in [VisualEditor](#) or use the shortcut *Ctrl+K*. In both cases, a dialog box opens.



## Link to a wiki page

---

Internal links connect related pages or other content that provides more information. Page names can exist multiple times in different namespaces. Therefore, under *Search pages*, enter the namespace if the destination page is not in the same namespace as the current page.

If you have selected some text on the page, you will find some page suggestions already listed in the *Search pages* tab. Here, you can adjust the search term accordingly or create a link to a new page.

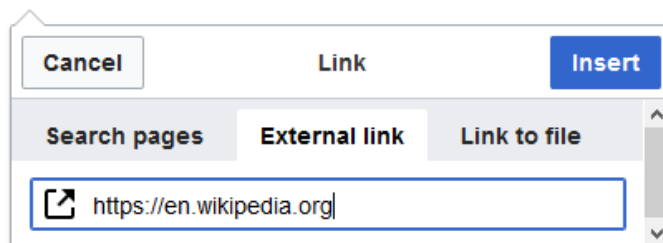
Then click on *Done*.

In the source text, links are created with the following structure:

- **Link to a wiki page:** `[[landing page name|caption]]`
- **Link to a wiki page in another namespace:** `[[namespace:landing page name|caption]]`
- **Link to a category page:** `[[Category:category name|caption]]` To create a link to a category, the source code is preceded by a colon before the category name. In contrast, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice.
- **Interwiki link:** `[[Imdb:tt2709692]]` If your wiki links to other wikis, you can use the tab *Search pages* also to directly link to a page in a related wiki. For example, if your administrator maintains an interwiki link for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwiki links are available in your wiki.

## Link to an external website

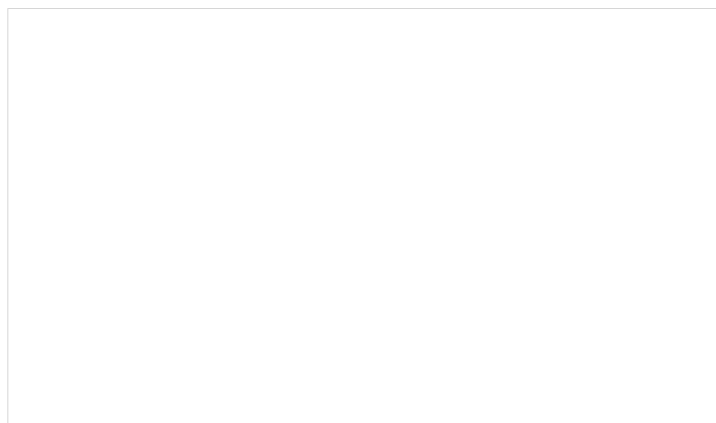
To link to an external website, mark text on your page, e.g. the word "Wikipedia". Press Ctrl+K and switch to the tab *External link*. There you enter the web address. Then click *Insert*.

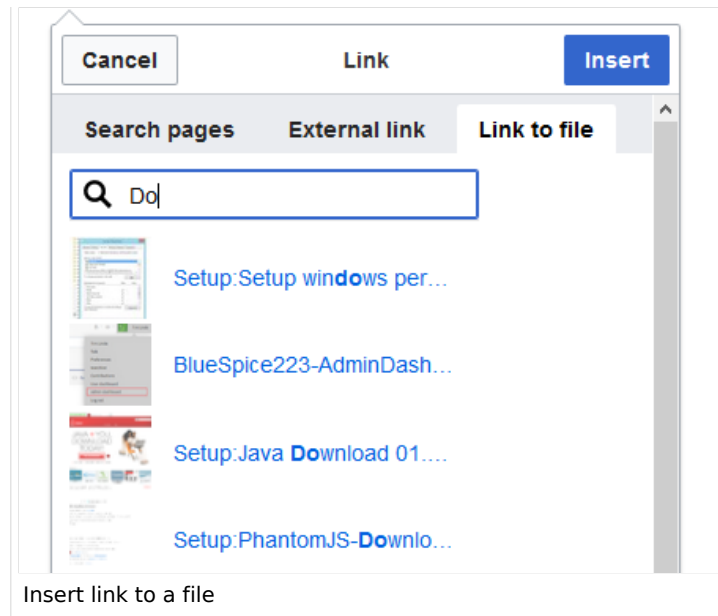


**Note:** To easily maintain external links on your wiki, use the page [Special:LinkSearch](#). This page allows you to search for external links in your entire wiki. The page also contains a link to the associated Mediawiki help page.

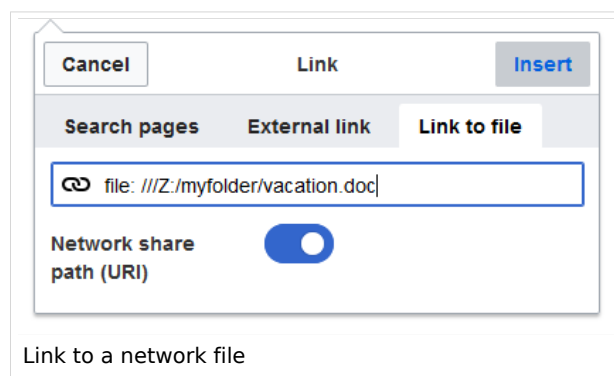
## Link to a file in the wiki

To link a file (for example, a picture or a PDF file) in the current page, go to the *Link to File* tab. There, you can search for a file or upload a new file.





- **Search for a file in the wiki and include it as a link:** Enter the file name and select the desired file. Then click on "Paste". A link to the file has been added to the page. You can then change the displayed link text.
- **Link file to a network drive:** If you want to connect to a file on your company network, enter the path under "Link to file" in the text field and activate "Network share path (URI)". The file path is entered using the following syntax - `[[[:file:///Z:/myfolder/vacatio]]` . this only works if your wiki has been configured to work with network files. This function also depends on your individual browser security settings.



## Link to a file in the local network

If you want to link to a file on your company network, you can also use the *Link to file* tab.

**Important!** Links to network drives (UNC links) pose a security risk. Therefore, current browsers block these links by default.

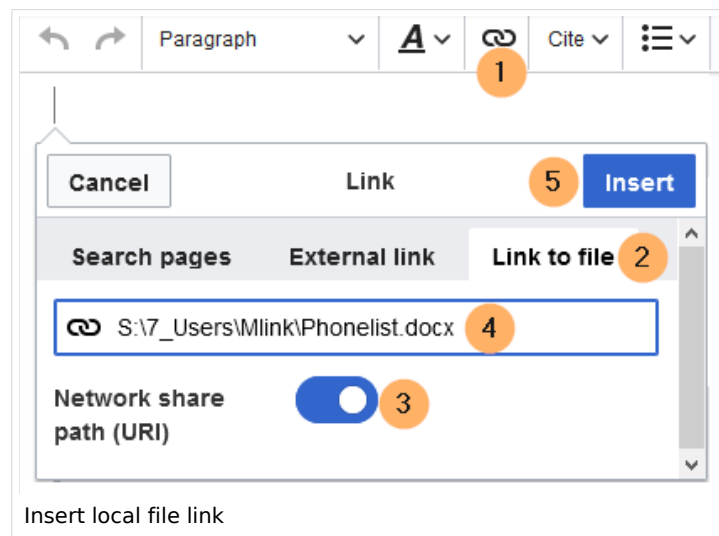
It is also possible that your wiki has been configured to disable links to network files.



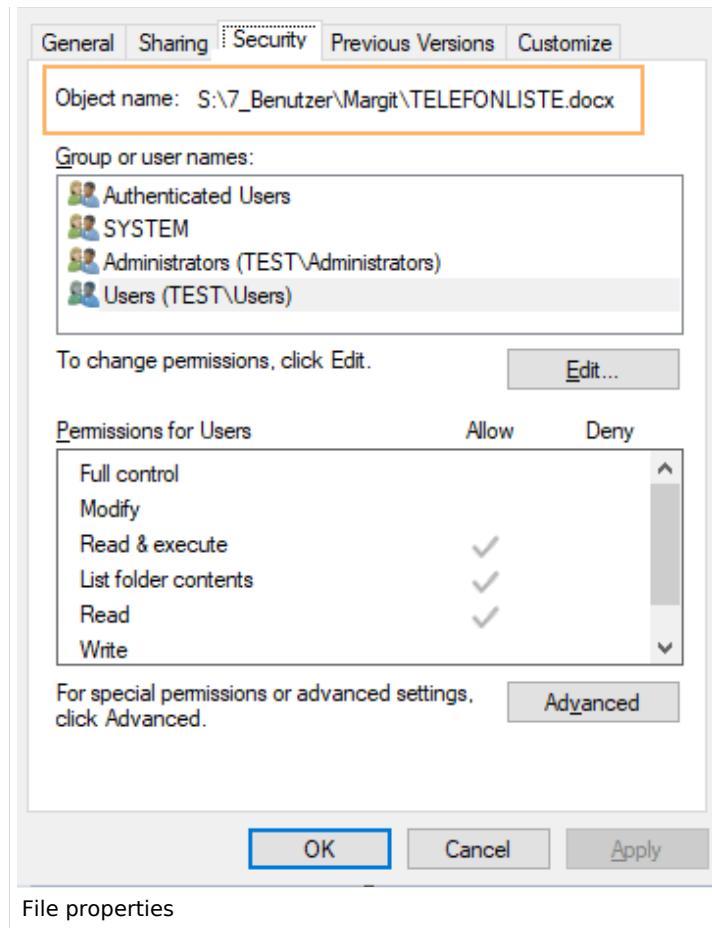
Talk to your IT department if you have any questions about guidelines related to your browser. If your IT department does not offer a solution, files linked in the wiki can still be copied by wiki users and pasted into the address bar of Windows Explorer.

For more info about UNC-Links, see: [https://www.mediawiki.org/wiki/UNC\\_links](https://www.mediawiki.org/wiki/UNC_links).

### Insert a link to a local network file:



1. **Click** *Insert link* in the visual editor.
2. **Click** on the tab *Link to file*.
3. **Activate** the switch *Netzwerkpfad (URI)*. In the file search field (4) you now see the link symbol.
4. **Enter** the path to your file. You can get this path by right-clicking on the file properties in Windows Explorer. From the tab *Security* you can copy the object name and paste it into the wiki accordingly.



5. **Click Insert.** The link is automatically added in the correct format ( `file:///S:/7_Benutzer/...` ). Whether the link can be directly followed through the browser, depends on your browser security settings and installed add-ons. Talk to your IT department to get help if the links are not active.

## Open internal links in new browser tab

By default, external links open in a new browser tab. If you also want to open individual internal links in a new tab, you can insert the following JavaScript on the *MediaWiki:Common.js* page:

```
/**
 * @source https://www.mediawiki.org/wiki/Snippets/Open_specific_links_in_new_window
 * @version 2018-09-15
 */
$( function () {
    $( '#mw-content-text' ).on( 'click', '.newwin > a', function () {
        var otherWindow = window.open();
        otherWindow.opener = null;
        otherWindow.location = this;
        return false;
    } );
} );
```

Add the link you want to open in a new tab as wikitext to your page.

```
<span class="newwin">[[Meine Seite]]</span>
```

Related info

- [Reference:BlueSpiceInsertLink](#)
- [Manual:Extension/VisualEditor](#)



[Technical Reference: BlueSpiceInsertLink](#)

Insert tags and magic words

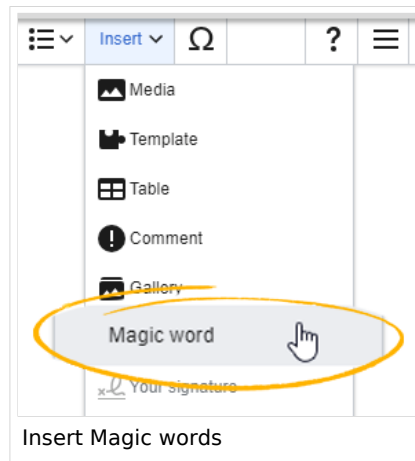
The extension **InsertMagic** provides a dialog for inserting Magic Words in the [visual editor](#).

Contents

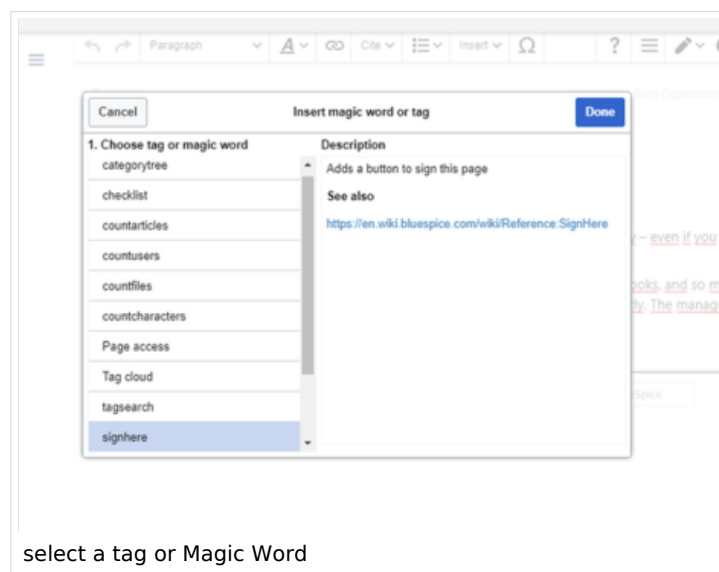
<a href="#">1 Inserting magic words</a>	<a href="#">28</a>
<a href="#">2 Related info</a>	<a href="#">28</a>

## Inserting magic words

In edit mode, click on *Insert* in the editor toolbar and select *Magic word* from the dropdown menu.



Once the magic word is selected in the list on the left, a description, including usage examples, will appear on the right.




After saving the dialog, further parameters can be set for the selected magic word or tag.

### Related info

- [Category tree](#)
- [Checklists](#)
- [Count things](#)
- [Drawio](#)
- [Page access](#)

- [Sign here](#)
- [Smartlist](#)
- [Tag cloud](#)
- [Tag search](#)
- [Reference:BlueSpiceInsertMagic](#)

 [Technical Reference: BlueSpiceInsertMagic](#)

## Unsaved changes (autosave)

The extension **SaferEdit** automatically saves a page at predefined intervals. If the page cannot be saved during editing (e.g., due to a browser crash), the unsaved user changes will be preserved for the user until the next page save.

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2	<a href="#">Edit conflicts</a>	30
3	<a href="#">User settings</a>	30
4	<a href="#">Configuration</a>	31
5	<a href="#">Related info</a>	31

## About autosaved changes

---

**Recovery version:** A recovery version is saved every 10 seconds during editing and is only available to this user. It is not deleted when logging off and available when the user logs on again.

**Important!** If you leave the page (e.g., by closing the browser or the browser tab), then the existing recovery version is automatically deleted and no longer available.

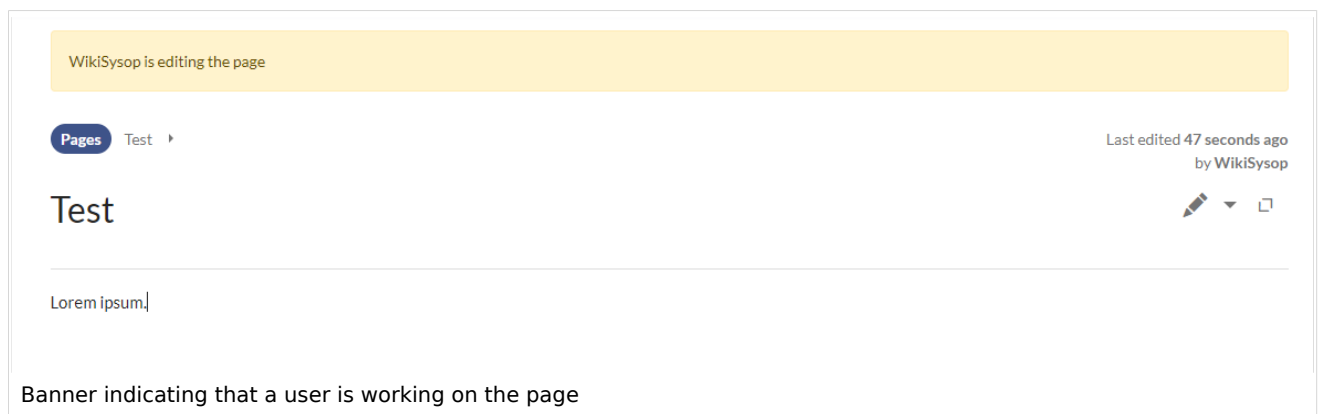
So if you have an issue with saving the page (e.g. lost internet connection) make sure to leave the page open until you can resave the page.

If a page is crashed/stuck, you can safely reload it using the "F5" button. The autosaved changes will be available for you.

## Edit conflicts

---

When a user has a page open in edit mode, the page shows a page banner to indicate that changes are being made.



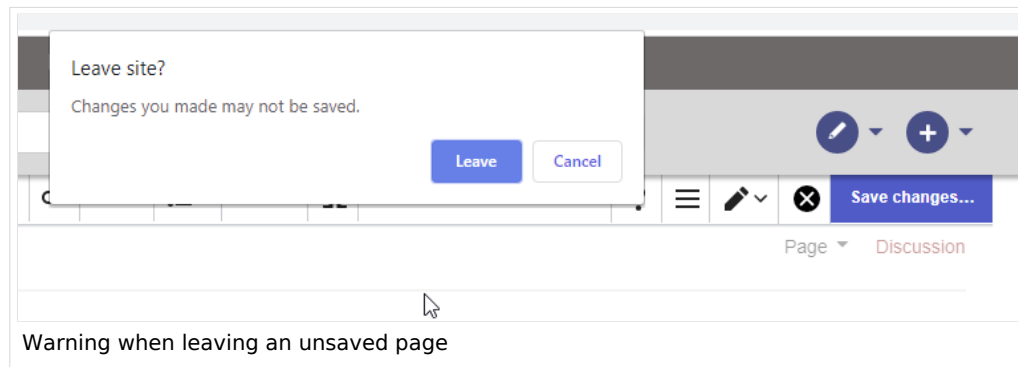
The first person to save the page that was edited by multiple users can save the page without issues. The next person needs to work through a page that will indicate the changes of the first person. They will have to be merged with the changes of the second person.

It is advisable that only one user at a time works on a wiki page.

## User settings

---

Users can set in their preferences under the tab *Editing* if they want to see a warning message when they leave the page without saving pending changes. This setting is activated by default.



## Configuration

In the [Config Manager](#), administrators can change the following settings:

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
- **Show name of current editor:** Shows or hides the name of the user who is currently editing the page.

### Related info

- [Reference:BlueSpiceSaferEdit](#)

➔ [Technical Reference: BlueSpiceSaferEdit](#)

## Diagrams

**Drawio** offers extensive drawing possibilities for process flowcharts, infographics and other visualizations on a wiki page. Descriptive graphics like process chains or decision trees can be constructed directly on a wiki page.

Contents

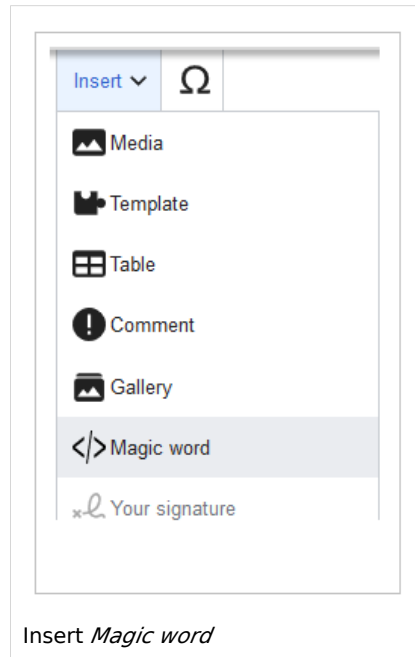
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- 2 Editing the diagram ..... 34
  - 2.1 Adding links to shapes ..... 35
- 3 PNG and SVG format ..... 36
- 4 Import of existing diagrams ..... 36
  - 4.1 Visio diagrams ..... 36
- 5 Related info ..... 37



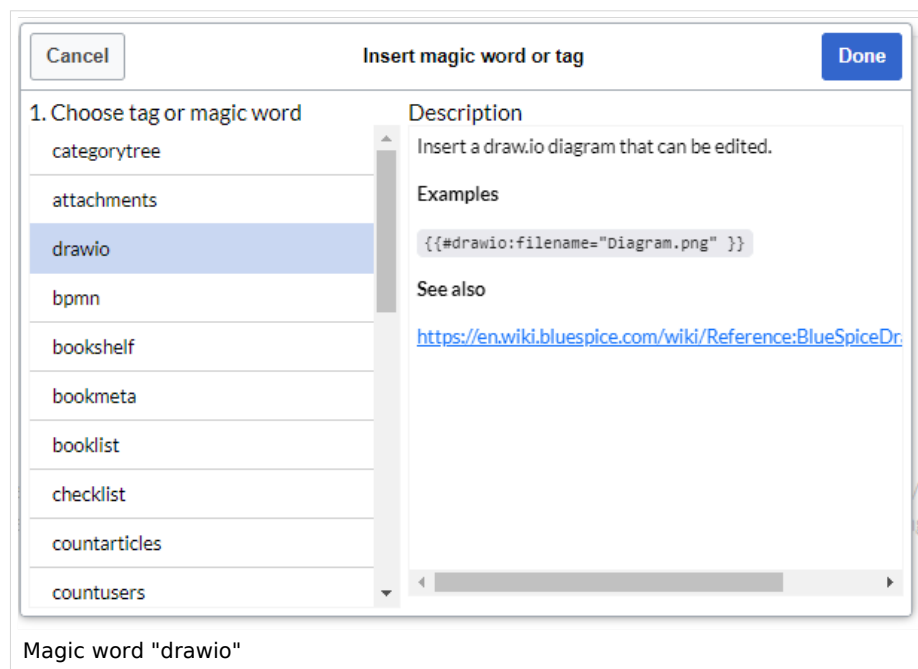
## Embedding the Drawio editor

To insert a drawing in the **visual editor**:

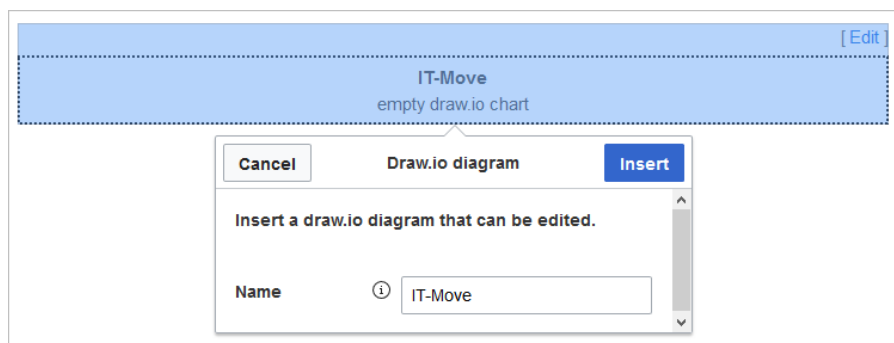
1. **Create or choose** a page where you want to insert a drawing.
2. **Select** *Insert > Magic word* from the editor toolbar.



3. **Choose** *drawio* from the list of magic words.



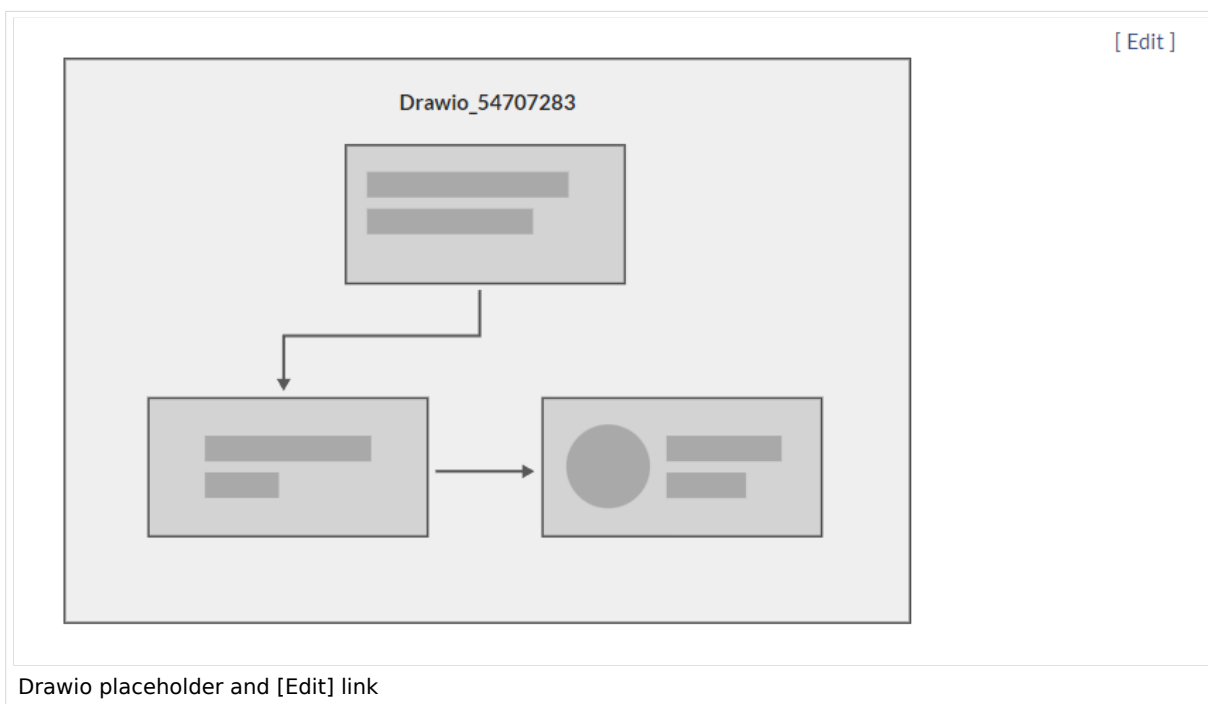
4. **Click** *Done*. This opens a dialog box. Enter a name for your drawing. This name is used to version your diagram as a PNG file in the wiki.
5. **Click** *Insert*.



This inserts the tag `<drawio filename="<nameoffile>">` in your source code.

6. **Save** the page.

The drawio editor is now available on the page.

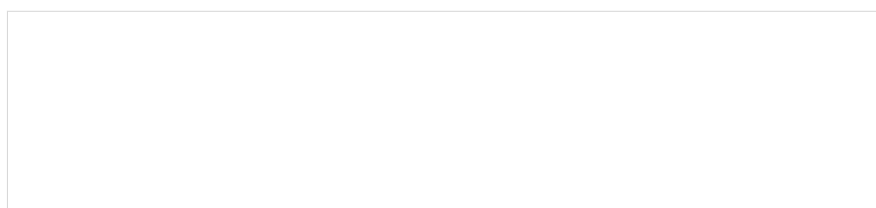


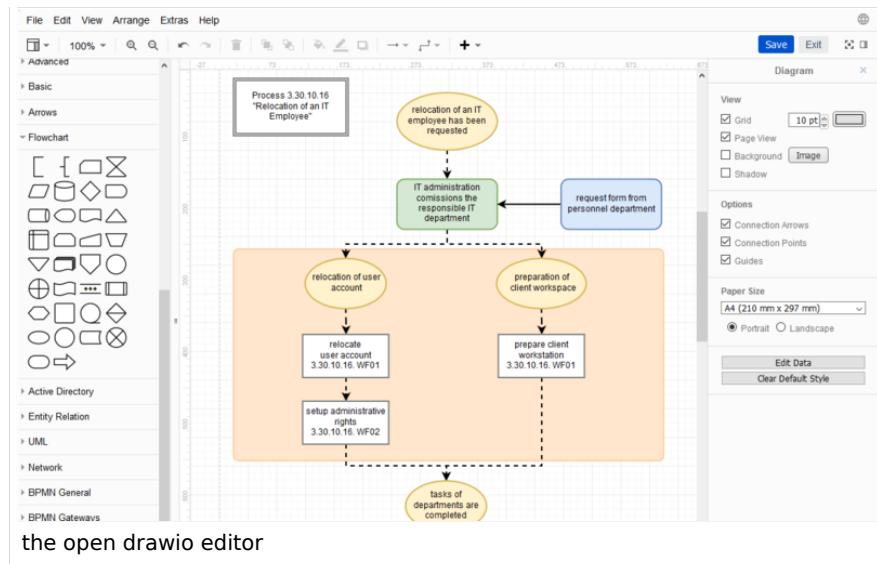
## Editing the diagram

**Note:** To open the drawio editor, you always click on the *[Edit]* link in **page view mode**.

### To edit the diagram:

1. **Click** *Edit* on the saved page next to the drawio placeholder or your already saved diagram.



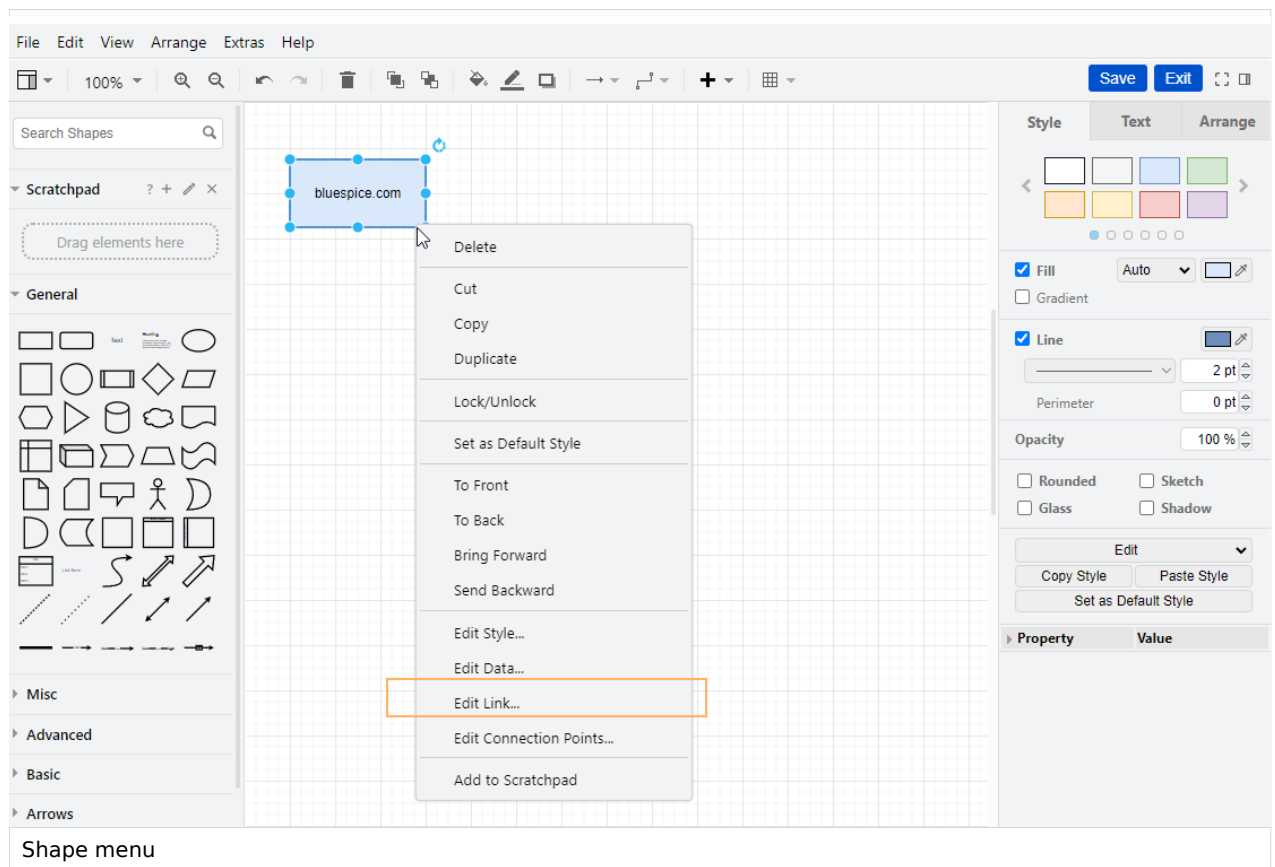


2. **Add** any needed shapes to your diagram.
3. **Click Save** in the drawio window to save your drawing.
4. **Click Exit** next to the *Save* button to close the editor.

## Adding links to shapes

To add a link to a shape:

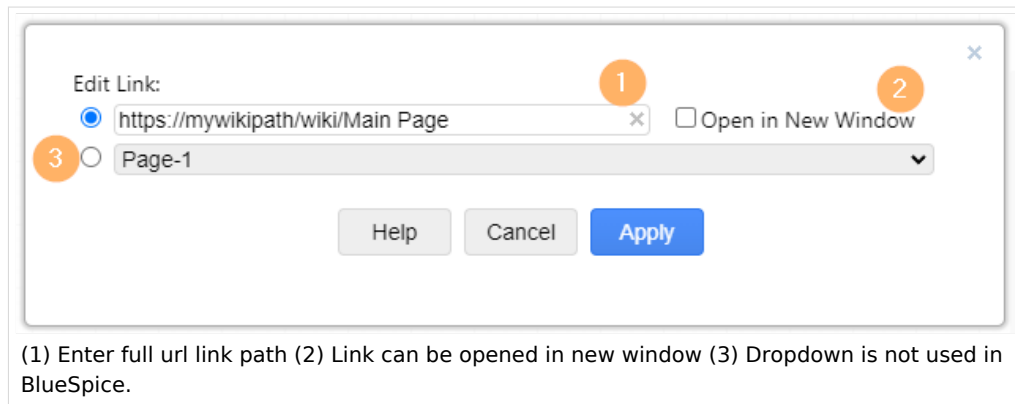
1. **Right-click** to open the shape menu.
2. **Click Edit Link.**



3. **Provide** the full path of the link.

The full path must also be specified for internal wiki pages (example external link: <https://bluespice.com>, example internal link: <https://de.wiki.bluespice.com/wiki/Manual:Extension/DrawioEditor>).

**Note:** The displayed dropdown menu currently has no function in BlueSpice.



4. **Click** *Apply*.
5. **Repeat** steps 1-4 for other shapes in the diagram.
6. **Click** *Save*.
7. **Click** *Exit* to close the editor.

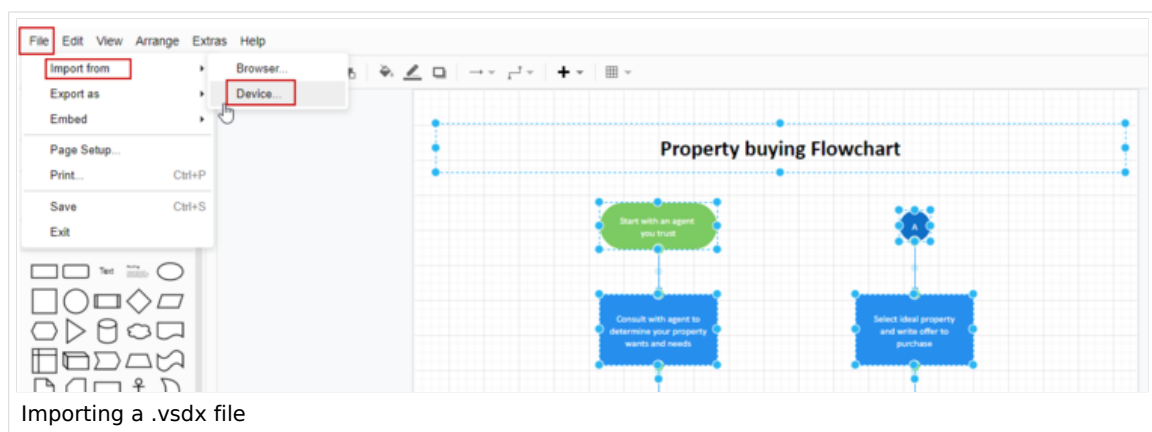
If you don't see the changes yet, click F5 on your keyboard to refresh the page.

## PNG and SVG format

In BlueSpice, drawio diagrams are always saved in PNG format. It is currently not possible to save diagrams in SVG format.

## Import of existing diagrams

### Visio diagrams



You can import files with the extension `.vsdx` directly into the drawio editor and edit them further. To do this, create a diagram on a wiki page. In the drawio editor, choose *File > Import From > Device*. You can then edit the imported diagram.

## Related info

- [draw.io Website](#)
- [mediawiki.org/wiki/Extension:DrawioEditor](https://mediawiki.org/wiki/Extension:DrawioEditor)
- [Reference:DrawioEditor](#)
- Anja Ebersbach, [draw.io für MediaWiki und BlueSpice](#), BlueSpice News & Know How, February 13 2020.



[Technical Reference: DrawioEditor](#)

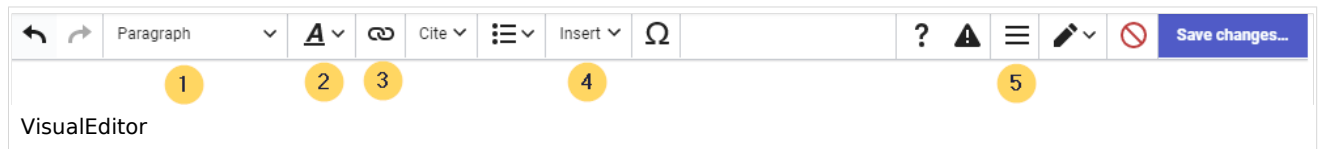
## Edit

BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

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## What is the visual editor?

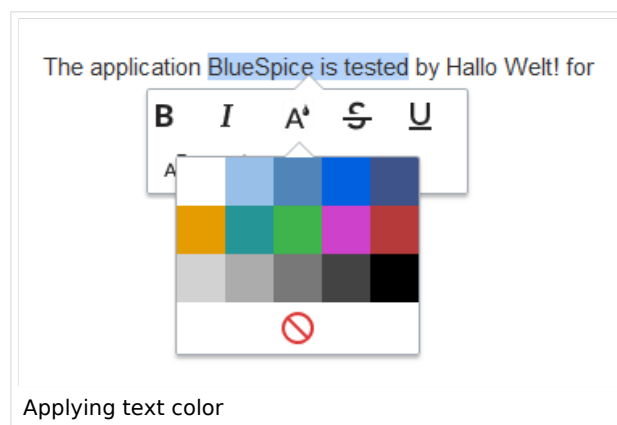


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

1. **Page structuring** with headings.
2. Consistent **text formatting**.
3. **Linking** of contents.
4. **Inserting special content** (files/media, tables, templates, magic words)
5. Adjusting **page options**.

## Text editing

Typical text formatting options such as **bold**, *italics*, or **text color** are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color.



## Pasting content from your clipboard

If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext.

If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

To paste content as plain text instead, use the shortcut **Ctrl+Shift+v**.

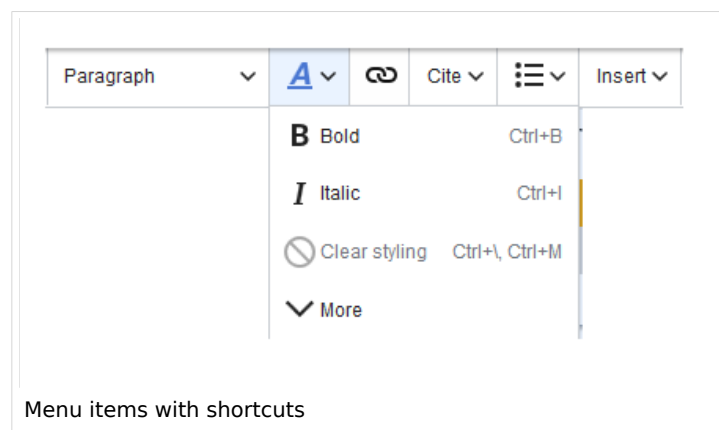


## Shortcuts

---

If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press **Ctrl+b** (for "**bold**") and **Ctrl+i** (for "*italics*"). Even a link can be quickly inserted by pressing **Ctrl+k**. Pressing **Ctrl+b** again will cancel the bold. Multiple formats can be removed after text selection with **Ctrl+m**.

All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item.



**Note:** For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

## Inserting other content

---

Many typical page elements such as images, files and tables can be integrated into your page from the *Insert* menu.

- File formats with a preview option: jpg/jpeg, png, gif, pdf
- File formats without preview option are always inserted as links (e.g., Microsoft Office formats)

If you want to learn more about inserting these elements, go to the following help pages:

- [Images](#)
- [Files \(PDF, xls, doc, ...\)](#)
- [Tables](#)

- [Templates](#)

## Wiki-specific content

---

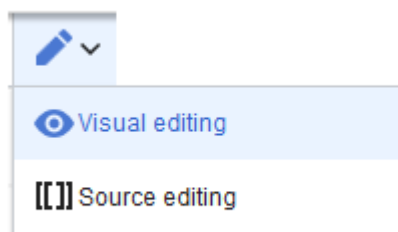
Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at [mediawiki.org](https://mediawiki.org):

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Gallery:** A simple picture gallery can support many process flows.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- **References list:** Creates footnote references.
- **Chemical formula:** The formula rendering uses an external service via Wikimedia's REST API.
- **Math formula:** An editor opens for entering a mathematical formula.

## Switching between edit modes

---

When creating or editing a page, the page usually loads in visual editing mode. If you are familiar with the formatting language of MediaWiki ("[Wikitext](#)"), you can easily switch to source editing mode using the "Switch editor" menu item and edit your page content there:



## Hints and tips

---

VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.

### Text formatting

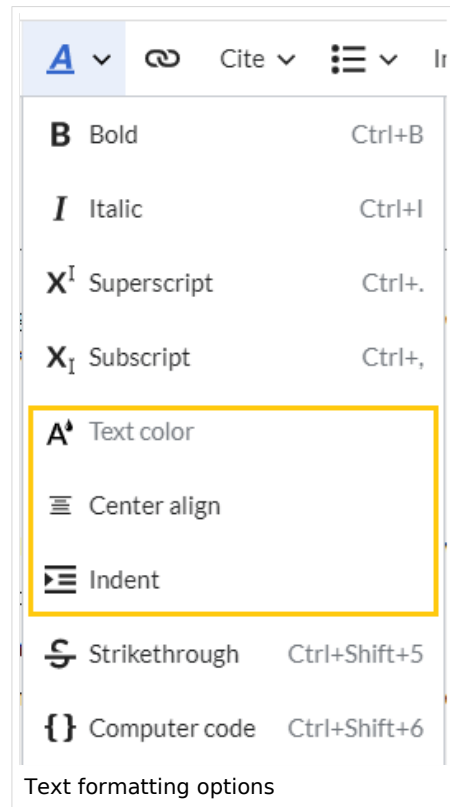
In the text formatting menu, the following additional options are available when a text passage has been selected:



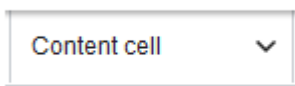
*Text color:* different text colors can be selected via an inspector menu.







*Center align:* Text can be selected and centered paragraph by paragraph.



*Indent:* Text can be indented once (note: multiple indentation is only possible via the source text).














Text formatting	
<p>Undo function</p> 	<p>Left arrow: Undo last action (greyed out: there is no last action yet)</p> <p>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</p>
<p>Format Paragraph</p> 	<p>Here text can be defined as heading or specific paragraph type. <i>Note:</i> If you work in a <a href="#">table</a>, the options will change accordingly (content cell and header cell):</p> 
<p>Style text</p>	<p>If no text has been selected before clicking on the " <b>A</b> " button and on a button, the text will be formatted from the current position of the cursor.</p>

Text formatting	
	<p>(<a href="https://mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar">More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar</a>)</p>
<p>Insert hyperlink</p> 	<p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p> <p><b>[1]</b> To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.</p>
<p>Cite</p> 	<p>The citation menu is used to insert footnote references within the text.</p>
<p>Structure</p> 	<p>Formats ordered and unordered lists. If paragraph breaks or images need to be inserted within a bullet point, use <b>Shift+Enter</b> to avoid creating a new list item.</p> <p>If you want to style numbered lists like 1, 1.1, 1.1.1, etc., you need to add some <a href="#">additional CSS instructions</a> to the page <i>MediaWiki:Common.css</i>.</p>





## Insert special content


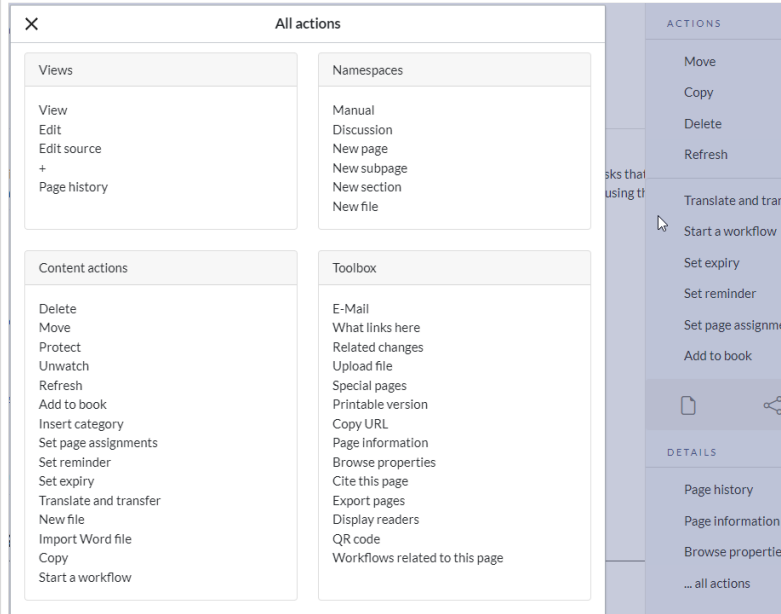




Insert special content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>Media</p> 	<p>Inserting pictures and videos</p> <p>(<a href="#">Details on MediaWiki</a>)</p>
<p>Templates</p>	


Insert special content	
 Template	Include a <a href="#">template</a> in the page.
<p>Tables</p>  Table	<a href="#">Tables</a> are an important tool for formatting tabular page content.
<p>Comment</p>  Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot be formatted.
<p>Magic word -v4.2.x</p>  Magic word	With a "magic word" you can insert certain wiki tags in your page. <a href="#">More about Magic words</a>
<p>Gallery</p>  Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at <a href="https://mediawiki.org/wiki/Help:Images#Gallery_syntax">mediawiki.org/wiki/Help:Images#Gallery_syntax</a>
<p>Your signature</p>  Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.
<p>Code block</p>  Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"><code>&lt;span style="color: red"&gt;red text&lt;/span&gt;</code></div>
<p>References list</p>  References list	This menu item creates a <code>&lt;references /&gt;</code> tag at the location where it is inserted. The footnote references up to this point are then displayed at that location instead of the end of the page. Remaining footnotes in the page are still shown at the end of the page.
<p>Chemical formula</p>  Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
<p>Math formula</p>	It opens an editor for entering a mathematical formula.

Insert special content	
 Math formula	[[on MediaWiki]]
Special Characters 	Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again.

## Page options

Page options	
 Options menu	The options menu allows editing of all page settings. It is not
Options  Options	This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in <b>visual editing mode</b> .
Categories  Categories	Here, you assign the page to one or more <a href="#">categories</a> while in edit mode.
Page Settings  Page settings	<p><i>Page redirection:</i> When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p><i>Show Table of Contents:</i> By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents.</p>
	<ul style="list-style-type: none"><li>• <i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected.</li><li>• <i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin.</li><li>• <i>Display title:</i> Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by <a href="#">Semantic MediaWiki</a> inline queries.</li></ul>


Page options	
<div>Advanced Settings</div> <div> Advanced settings</div>	<div><ul style="list-style-type: none"><li><i>Title visibility:</i> This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. In this case, you can click on <code>all actions... &gt; Edit</code> in the page tools.</li></ul></div> <div></div> <div>"all actions" Menu</div>
<div>Languages</div> <div> Languages</div>	<div><p>Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the links are shown in a specific location. In the BlueSpice 4 Discovery skin the interlanguage links are shown in the top menu.</p><div><div>Menu item to access interlanguage links</div></div><p><a href="https://mediawiki.org/wiki/Help:Links#Interwiki_links">mediawiki.org/wiki/Help:Links#Interwiki_links</a></p></div>
<div>Templates used</div> <div> Templates used</div>	<div>List the templates that are embedded on the page.</div>
<div>View as right-to-left</div> <div> View as right-to-left <span>Ctrl+Shift+X</span></div>	<div>Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.</div>

Page options	
Find and replace	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.
<div><div> Find and replace</div><div>Ctrl+F</div></div>	

## Troubleshooting: Visual editing is disabled

If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the [configuration manager](#)
- [Namespace manager](#) settings

 [Technical Reference: VisualEditor](#)

## Files

You can insert already uploaded files or upload new files directly when editing an article.

### Contents

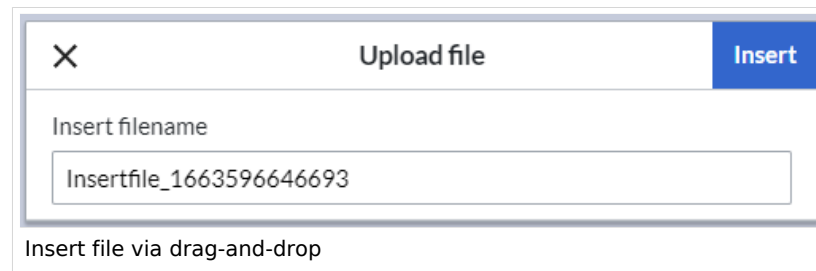
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4	Avoiding unusual file names	50
5	Allowed file types	50

## Inserting a file

### Drag-and-drop method

You can upload a new file when you edit a page:

1. **Drag** the file onto the page. A horizontal line will appear where the file will be dropped.
2. **Change** the file name in the *Upload file* dialog (optional).

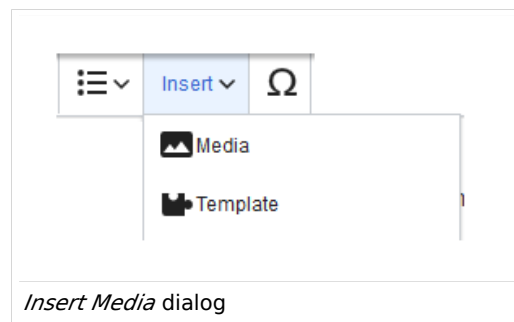


3. **Click** *Insert*.
4. **Double-click** the thumbnail to adjust the size and positioning (optional).

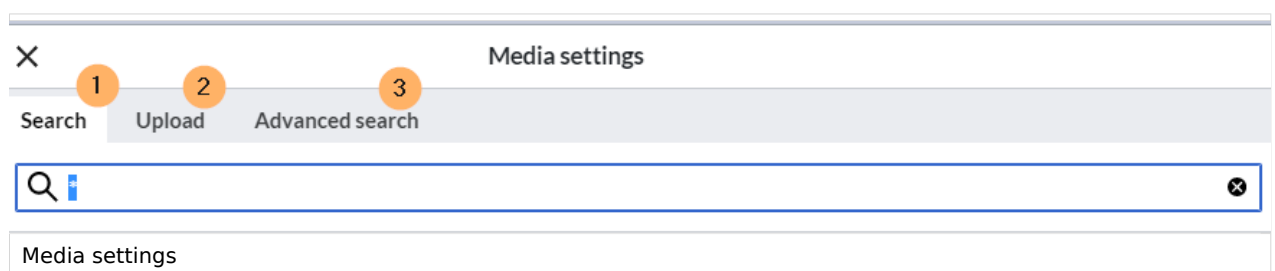
### Editor toolbar

To upload and insert a file from the editor toolbar:

1. **Select** *Insert > Images and Media* from the editor toolbar.

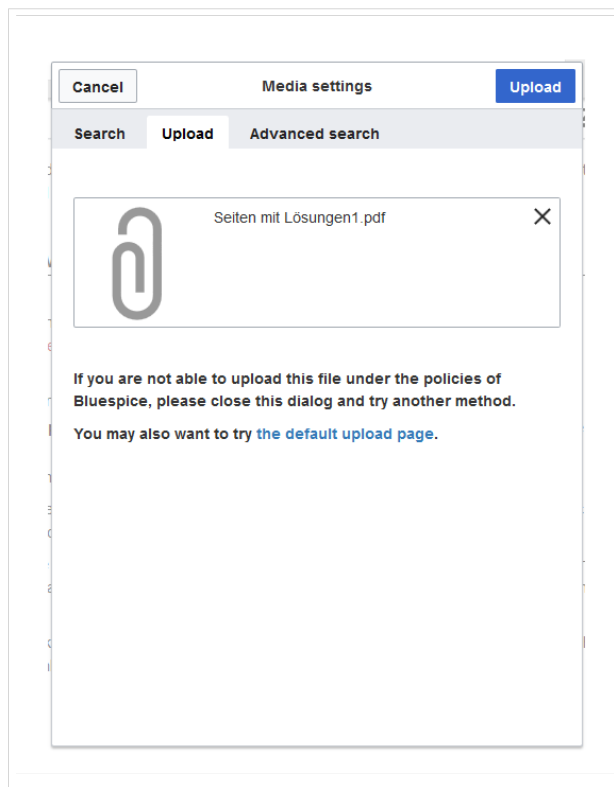


2. **Switch** to the *Upload* tab (2) in the *Media settings* dialog to upload a new file. To select an existing file, switch to the *Advanced search* tab (3). The *Search* tab (1) shows the latest uploaded files for selection.



3. **Click** *Select a file*. Provide a *Target namespace* (optional). If you are unsure, leave the namespace setting as suggested.
4. **Click** *Upload*. The dialog window *Media Settings* opens.

5.

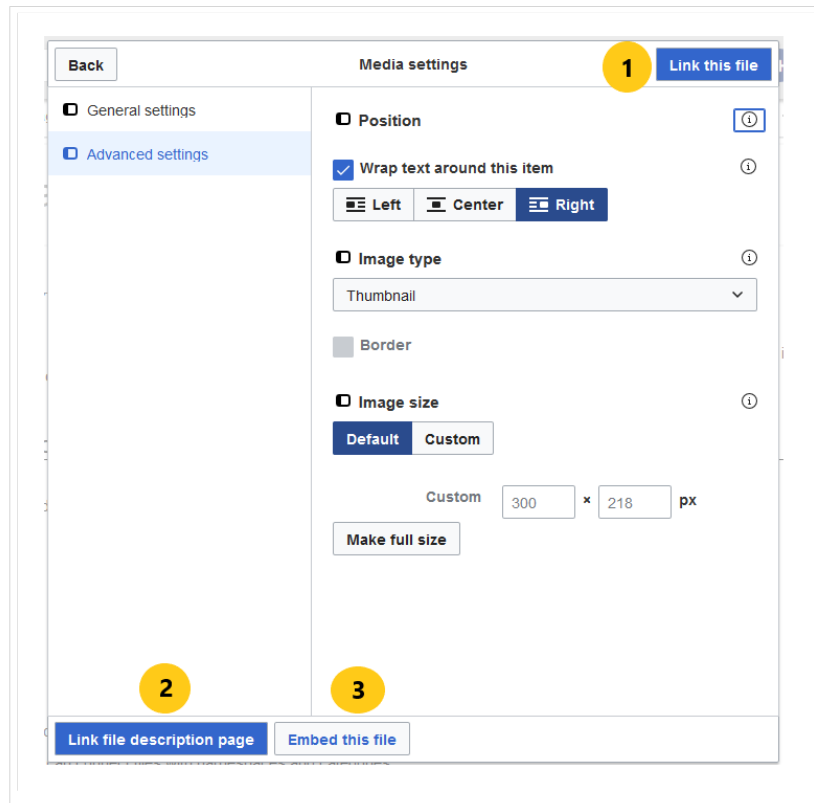


Now click "Upload":

The general and advanced settings are largely identical to **image** files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page.



## Special features when including files



There are three ways to link a file on a page:

- **Link this file (1):** The inserted link opens the file.
- **Link file description page (2):** The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file.
- **Embed this file (3):** The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files.

**General Settings:** An alternative text is required if you embed the file on the page. This is done via the corresponding "Embed this file" button. Since a preview image is created here, the alternative text should be used just like with images.

If you link to the file or the file description page, VisualEditor will in both cases inserts the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly.

**Note:** If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.

## Maximum file size

---

The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB.

Contact your wiki administrator if you receive an error message when trying to upload a larger file.

## Avoiding unusual file names

---

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.

The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

`:` will be converted to spaces, unless it is part of an existing namespace prefix.

## Allowed file types

---

If you get an error message during the file upload, the file type might not be allowed. Allowed file types are set by an admin user in the [Config Manager](#).

## Images

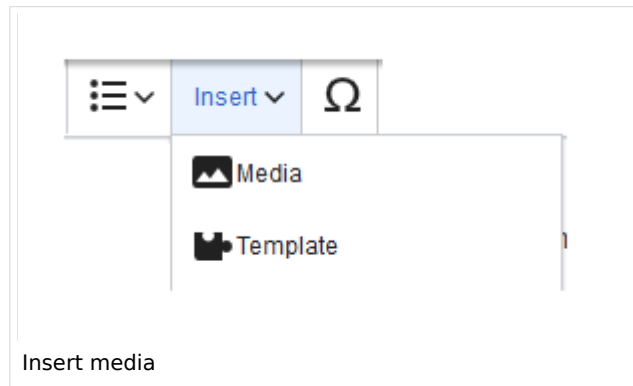
### Contents

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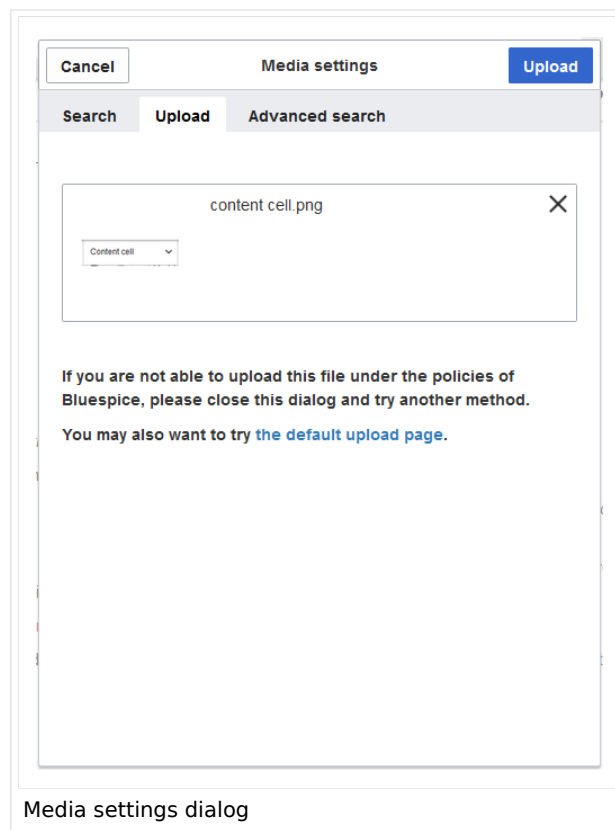
## How to insert an image on a page

---

In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item *Insert > Media*.

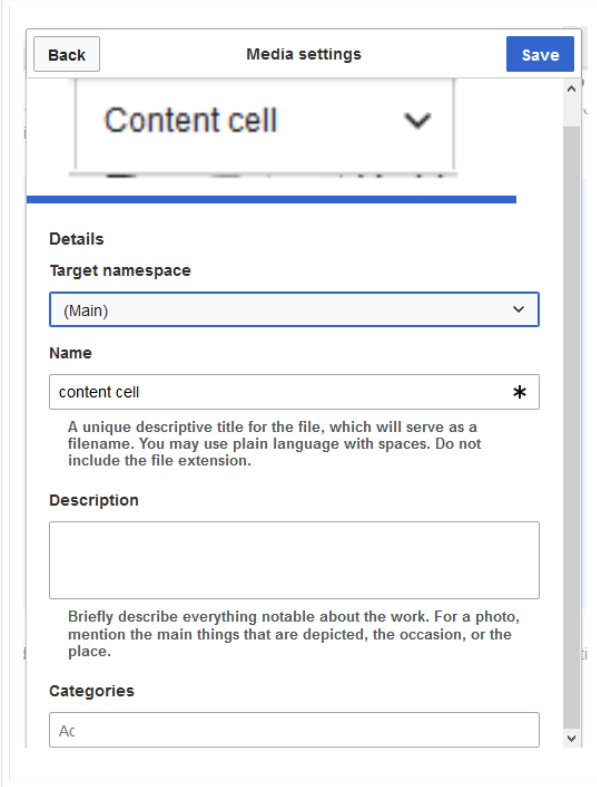


The dialog box *Media Settings* opens.



After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.

## Details



Media settings

Back Save

Content cell

**Details**

**Target namespace**

(Main)

**Name**

content cell \*

A unique descriptive title for the file, which will serve as a filename. You may use plain language with spaces. Do not include the file extension.

**Description**

Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.

**Categories**

Ac

Media settings

Here you can assign a namespace and categories to a picture.

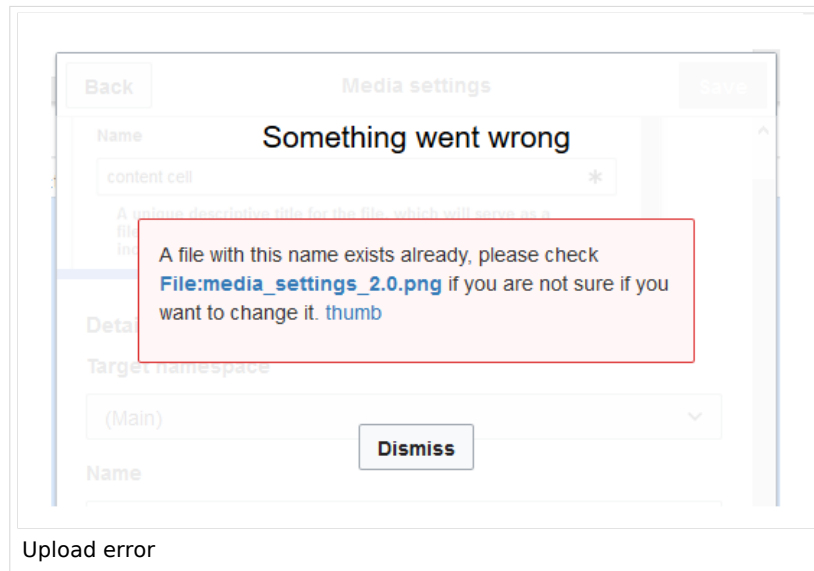
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.
- **Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.
- **Categories:** Here, the picture can be assigned to categories.

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., " , % , / , < , > , [ , ] , { , } ). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.

The special characters ( , ) , & , + can be used and are translated into their equivalent %-hex notation.

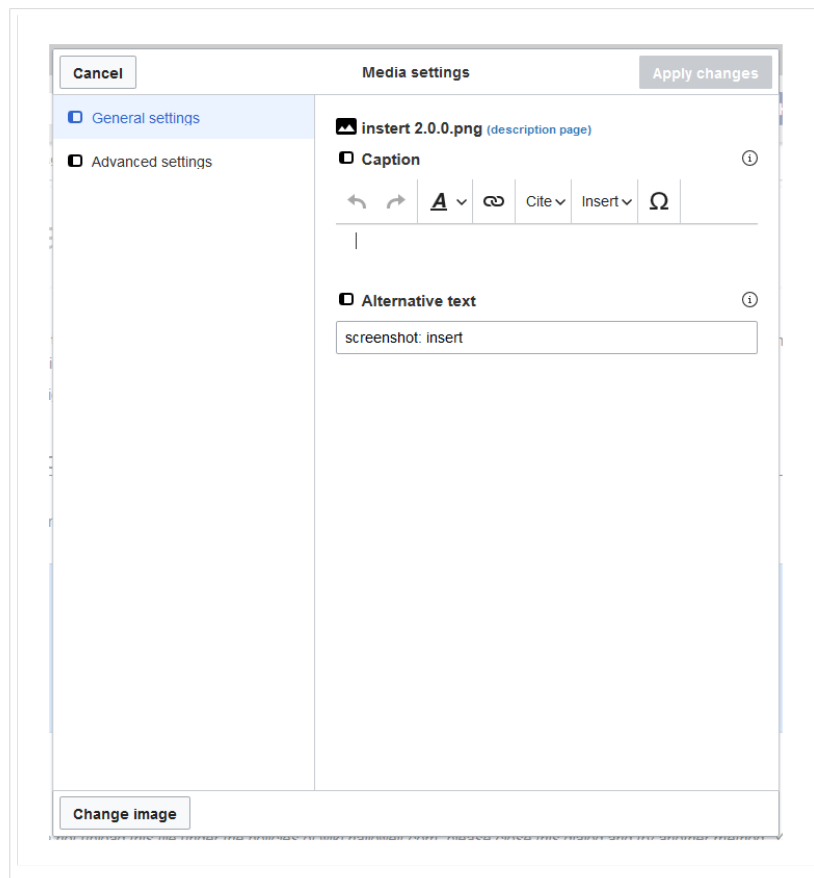
: will be converted to spaces, unless it is part of an existing namespace prefix.

**Error message when saving:** If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not work.



Upload error

## General settings

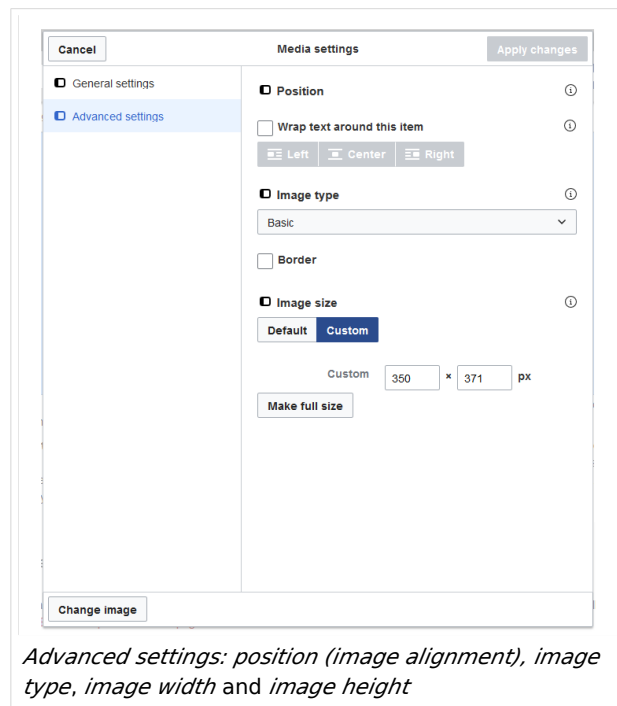


In the general settings, the image descriptions are added.

**Caption:** The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.

**Alternate text:** The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

## Advanced settings



In the advanced settings, you can set the position (image alignment), image type, image width and image height.

The following settings are possible:

- **Position:**
  - Wrap text around this item: If unchecked, the image is left-aligned between two paragraphs. If checked, one of the following positions can be selected:
    - *Left*: The image is displayed on the left side of the text. The content surrounds the image.
    - *Center*: The image is displayed centered between two paragraphs.
    - *Right*: The image is displayed to the right of the text. The content surrounds the image.
- **Image type:** If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
  - frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
  - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`

Image type	Output	Description
		The preview picture shows the image with a


Image type	Output	Description
Thumbnail	<div><p>This is the caption</p></div>	<p>standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
		<p>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px).</p> <p>The caption does not appear below the picture.</p> <p>By default, the image is inserted</p>






Image type	Output	Description
Frameless		<p>without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>
Frame	 <p>Dies ist die Beschriftung</p>	<p>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size.</p> <p>The size cannot be adjusted.</p>

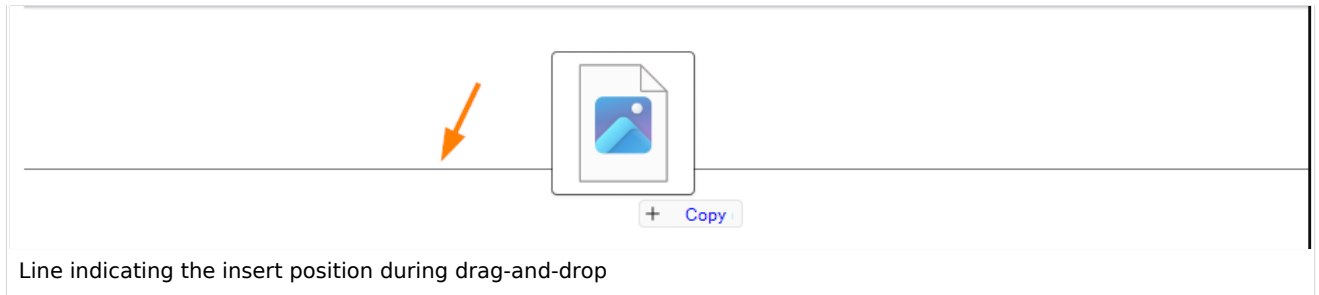
Image type	Output	Description
Basic		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p> <p>The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.</p>

- **Image size:**

- *Standard:* sets the image width to 300px (unless the standard width has been changed in the [user preferences](#)).
- *Custom:* allows setting a custom size.
- *Make full size:* resets the size to the actual image size. **Note:** An image cannot be set to a larger dimension than the actual image dimension.

## Inserting images with drag-and-drop

In visual edit mode, an image can be dragged directly from the file folder into the wiki with the mouse. It is important that the position for inserting the image shows a horizontal line before you drop the image. Otherwise the image will not be uploaded or inserted.



## Drag-and drop settings v4.3+

The standard image settings that should be applied when placing an image via drag-and-drop can be adjusted in the [Config Manager](#).

## Images and namespaces

You can save pictures and files in the general namespace (*pages*). If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces.

In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload.

## Changing an embedded image

**Different image:** In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image.

**Same image with different version:** If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version.

## Version history

The wiki shows a list of all versions of a page that were created each time the page was saved. These versions are listed in the *Version history* and can be compared with each other. Another important feature is that users can easily restore any version if needed. The version history is also referred to as the page's "revision history" or "edit history."

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- 4 Reverting a version (undo) ..... 65
- 5 Tracking restored and reverted versions ..... 66
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  - 8.1 Special considerations for pages with approval feature ..... 69
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## Display of the version information

Starting with BlueSpice 4.4, the version history is shown in a user-friendly column layout.

The screenshot shows the 'Electric Pallet Truck Alligator: Revision history' page. At the top, there are tabs for 'Pages' and 'History', and a status bar indicating 'Last edited 2 seconds ago by Demo writer'. The main content area displays a table of revisions. The table has columns for 'Revision', 'Changed by', 'Difference', and 'Summary'. The first revision is highlighted with an orange circle and a 'Compare versions' button. The table lists 14 entries, with the most recent at the top. The right sidebar contains 'ACTIONS' (Move, Copy, Delete, Refresh) and 'DETAILS' (View history, Page information, ... all actions).

Revision	Changed by	Difference	Summary
<input checked="" type="checkbox"/> 14:08, 13 February 2024	Demo writer	380 bytes	Added section "Operational limitations"
<input type="checkbox"/> 14:29, 9 February 2024	Sarah Naumann	167 bytes	
<input type="checkbox"/> 18:14, 8 February 2024	Sarah Naumann	28 bytes	
<input type="checkbox"/> 15:26, 26 July 2023	Demo writer	-24 bytes	
<input type="checkbox"/> 15:52, 19 July 2023	Demo writer	-13 bytes	
<input type="checkbox"/> 15:50, 21 November 2022	Demo writer	-2 bytes	
<input type="checkbox"/> 15:49, 21 November 2022	Demo writer	-1 byte	
<input type="checkbox"/> 15:48, 21 November 2022	Demo writer	-9 bytes	
<input type="checkbox"/> 11:06, 9 December 2021	Demo writer	41 bytes	
<input type="checkbox"/> 09:26, 8 December 2021	Demo writer	41 bytes	
<input type="checkbox"/> 08:55, 6 December 2021	Demo writer	205 bytes	
<input type="checkbox"/> 10:59, 3 December 2021	Horst Schreiber	-17 bytes	
<input type="checkbox"/> 10:53, 3 December 2021	Horst Schreiber	-88 bytes	
<input type="checkbox"/> 10:51, 3 December 2021	Horst Schreiber	3534 bytes	Created page with "A pallet truck is an industrial truck with or without electric drive. It can be used to..."

Actions in the version history (from BlueSpice 4.4)

The following information is included:




- **Version:** Timestamp of the saved version
- **Changed by:** Username with a link to the profile page
- **Difference:** Size difference from the previous version. The size of embedded resources is not taken into account here.
- **Summary:** The summary provided by the editor when the page was saved. Automatic comments are also displayed during page creation and when programmatic changes are made (e.g., via workflows, import actions or reverts).

There are some interactive functions in the version history that allow to [compare](#) (1), [restore](#) (2), [revert](#) or [hide](#) (3) versions.

## Comparing versions

To compare the differences between two versions, activate the associated checkboxes in the first column. Then click the [Compare versions](#) button.

Compare versions

	Revision	Changed by	Difference	Summary	
<input checked="" type="checkbox"/>	14:08, 13 February 2024	 Demo writer	380 bytes	Added section "Operational limitations"	
<input type="checkbox"/>	14:29, 9 February 2024	 Sarah Naumann	167 bytes		
<input checked="" type="checkbox"/>	18:14, 8 February 2024	 Sarah Naumann	28 bytes		

Comparing two versions

Wikitext

Every paragraph that was changed is shown in Wikitext mode (1). The older version is in the left column and the newer version is in the right column. If something has been deleted or replaced since the older version, it is highlighted in yellow and marked with a minus sign. If content was added in the newer version, it is shown in blue in the right column and marked with a plus sign.

The wikitext view is useful when comparing versions, because some changes are only visible in source view. Changes that cannot be marked in the visual comparison mode are added categories or page settings (behavior switches, display titles, etc.). The older version can be restored by clicking on its date stamp (2).

Electric Pallet Truck Alligator: Difference between revisions

Browse history interactively

Visual

Wikitext

2

Revision as of 18:14, 8 February 2024 (edit)

Sarah Naumann (talk | contribs | block)

(change visibility)

(Tag: 2017 source edit)

← Older edit

Latest revision as of 14:08, 13 February 2024 (edit) (undo)

Demo writer (talk | contribs | block) [rollback 1 edit]

(Added section "Operational limitations") (change visibility)

(Tag: Visual edit)

1

(One intermediate revision by one other user not shown)

Line 7:

[[File:ISO\_7010\_W014.png|thumb|180x180px|ISO7010 W014 Symbol|alt=ISO7010 W014 Symbol]]

-

\* In Germany, an annual UVV test (according to the guidelines of the employers' liability insurance association) is mandatory for an electric pallet truck.

\* A certificate of competence (driving license) for driving electric pallet trucks is not required if the pallet truck is controlled by a traveling driver, also called a pedestrian. In this case, according to the German Employers' Liability Insurance Ordinance § 7 (2) BGV D27, instruction of the driver in the handling of the lift truck is sufficient. The assignment of the driver does not have to be in writing in this case.<ref><span class="reference-text">[https://publikationen.dguv.de/dguv/pdf/10002/vorschrift68.pdf|https://publikationen.dguv.de/dguv/pdf/10002/vorschrift68.pdf Unfallverhütungsvorschrift Flurförderzeuge in der Fassung vom 1. Januar 1997]</span></ref>

Line 7:

[[File:ISO\_7010\_W014.png|thumb|180x180px|ISO7010 W014 Symbol|alt=ISO7010 W014 Symbol]]

+

\* In Germany, an annual [https://www.dguv.de/en/prevention/rules\_regulations/index.jsp#:~:text=Th e%20accident%20prevention%20regulations%20(UVVs,establishments%20or%20are as%20of%20activity. UVV] test (according to the guidelines of the employers' liability insurance association) is mandatory for an electric pallet truck.

\* A certificate of competence (driving license) for driving electric pallet trucks is not required if the pallet truck is controlled by a traveling driver, also called a pedestrian. In this case, according to the German Employers' Liability Insurance Ordinance § 7 (2) BGV D27, instruction of the driver in the handling of the lift truck is sufficient. The assignment of the driver does not have to be in writing in this case.<ref><span class="reference-text">[https://publikationen.dguv.de/dguv/pdf/10002/vorschrift68.pdf|https://publikationen.dguv.de/dguv/pdf/10002/vorschrift68.pdf Unfallverhütungsvorschrift Flurförderzeuge in der Fassung vom 1. Januar 1997]</span></ref>

20.04.2024


This document was created with BlueSpice


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## Visual

Switching to the visual comparison mode by clicking the **Visual** button can also provide a good overview of text changes, but is sometimes difficult to interpret. The changes are often displayed incompletely, e.g. in the case of changes to tables or other special content. Content that has been removed is highlighted in red and content that has been added since the comparison version is highlighted in turquoise.

Browse history interactively

 Visual

 Wikitext

Revision as of 10:14, 8 February 2024 (edit)

Latest revision as of 14:08, 13 February 2024 (edit) (undo)

Sarah Naumann (talk | contribs | block)

Demo writer (talk | contribs | block) [rollback 1 edit]

(change visibility)

(Added section "Operational limitations") (change visibility)

(Tag: 2017 source edit)

(Tag: Visual edit)

← Older edit

(One intermediate revision by one other user not shown)

⋮

- Instructions must always be given when a new employee comes to a work area and they are, therefore, also mandatory for apprentices, trainees, temporary staff or leasing staff. The instruction should alert the employee to possible hazards, communicate the correct handling of the equipment and the loads to be transported and teach him necessary precautions for his own safety and the safety of others. The instructions may be delegated by the employer, usually to the company supervisor. The supervisor can observe the employee after instructions have been given and intervene if necessary. Traffic routes, signage, charging stations or other relevant business units must be taught as part of the operational training. Each instruction must be documented in writing and signed by the instructed person.

Operational limitations

- Reversible pallets cannot be used.
- Double-faced non-reversible pallets cannot have deck-boards where the front wheels extend to the floor.
- Enables only two-way entry into a four-way notched-stringer pallet, because the forks cannot be inserted into the notches.
- Power jacks have difficulty in confined spaces (coolers) and narrow openings.

Operating instructions

Visual version comparison

## Interactive

There is also an interactive “revision slider” that allows you to quickly switch between different version comparisons. The functionality is [documented on MediaWiki](#).

## Restoring a version

To restore a specific version of the page, click that version's date stamp.


Open the page in edit mode.



You will see a notice that you are editing an outdated page. You can now continue working on this version or save the page without further editing. The version has now been restored and the most recent version has been "pushed down".

The version indicates in the summary column which page ID has been restored.

☐ 15:21, 13 February 2024

 Demo writer

-41 bytes

Undo revision 1262 by WikiSysop (talk)

Restore comment

## Reverting a version (undo)

It is possible to undo a **single edit** (= single version) from the history of a page without simultaneously undoing all the constructive changes made since then.

To do this, click on the Undo icon at the end of the line of the version that contains the wanted content.



If the affected change can be reverted without affecting other changes made in the meantime, this will be indicated accordingly at the beginning of the page (1). The affected sections are compared in two columns (diff view) (2). On the left is the current version whose edit is to be removed and on the right is the older version whose edit is to be restored. Additionally, further changes can be made via an editing window at the bottom of the page (3).



The individual tags are listed on the page *Special:Tags*. Click on any of the tags to load the page. Here, the respective changes for the last 90 days can be accessed via the “Tagged changes” column.

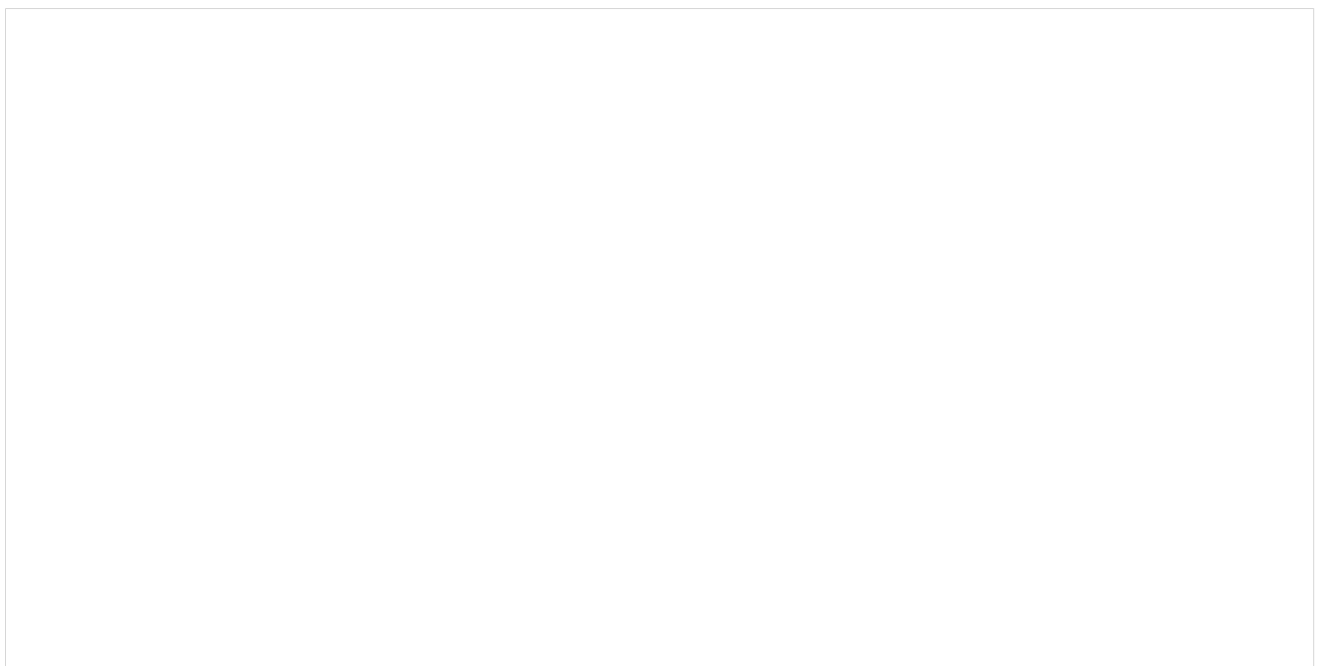
#### Meaning of the revision tags

Tag	Appearance on change lists	Description
<b>mw-reverted</b>	Reverted	<ul style="list-style-type: none"><li>Tag for all versions that were later reverted by <code>mw-manual-revert</code> or <code>mw-undo</code>.</li></ul>
<b>mw-manual-revert</b>	Manual revert	<ul style="list-style-type: none"><li>An <b>exact older version</b> is opened and saved again (e.g., by opening it from its timestamp in the version history).</li><li>The tag is <b>not assigned if</b> manual changes need to be made during the revert action.</li><li>The wiki will sometimes indicate in the summary which version was restored. However, since this is often not possible, a <b>comment</b> with the restored <b>version ID should be provided</b> as a summary when saving.</li></ul>
<b>mw-undo</b>	Undo	<ul style="list-style-type: none"><li>Edits that undo the changes of <b>one specific previous version via the undo icon</b>.</li><li>The tag is <b>not assigned if</b> manual changes need to be made during the undo action.</li><li>The <b>version ID</b> whose changes were undone is indicated in the <b>summary</b>.</li></ul>

## Hiding a version

---

Users with admin rights also see a trash can symbol at the end of each line.



Special RevisionDelete revisiondelete

## Delete/undelete revisions

3 [View logs for this page](#) | [Page history](#) | [Deleted history](#)

**Selected revision of Electric Pallet Truck Alligator:**

- (diff) 15:03, 13 February 2024 Demo writer (Tags: Manual revert, Visual edit)

**Deleted revisions will still appear in the page history, but parts of their content will be inaccessible to the public.** Other administrators will still be able to access the hidden content and to undelete it, unless additional restrictions are set.

Please confirm that you intend to do this, that you understand the consequences, and that you are doing this in accordance with the policy.

1 **Set visibility restrictions**

☒ Revision text  
☐ Edit summary  
☐ Editor's username/IP address

Reason: Other reason ▼

Other/additional reason:

Apply to selected revision

Edit delete reasons

### Deletion log

2 • (change visibility) 15:41, 13 February 2024 Demo writer (talk | contribs | block) changed visibility of a revision on page Electric Pallet Truck Alligator: content hidden (diff | change visibility)

Hiding version info

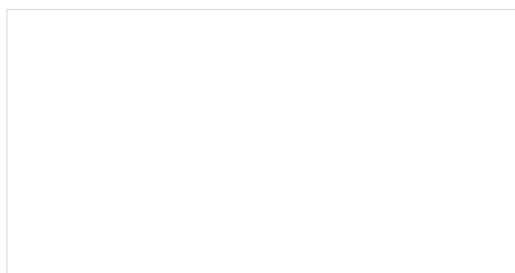
You can use this to hide the following properties of a version (also called "delete") (1):

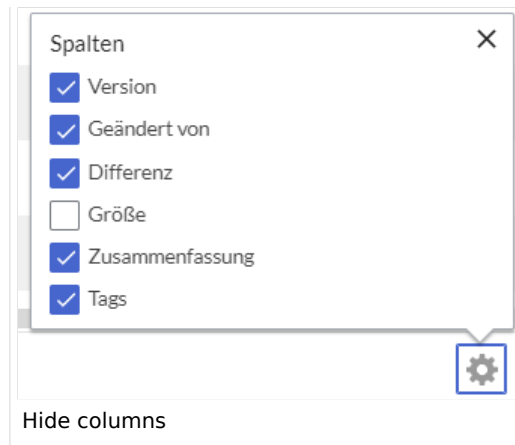
- **Text of the version:** When you click on the date stamp of the version, a message appears stating that the version has been deleted.
- **Edit summary:** The edit summary is hidden.
- **Username/IP address of the editor:** The username is hidden.

Admins can restore this hidden information at any time via the deletion log (2) or via the "deleted versions" link (3).

## Showing or hiding columns

In some cases, you may want to customize the column view, for example to show the "Tags" column. Click on the gear icon at the end of the version history. In addition to the standard columns, the "Size" (page size) and "Tags" columns can also be displayed.





## Changes to embedded resources

Changes to embedded resources (e.g., newer versions of images or templates) cannot be displayed via the page's version comparison because resources have their own versioning page.

## Special considerations for pages with approval feature

If the [approval feature](#) is activated in a namespace, it is possible to indicate at the beginning of an approved page if an embedded resource has a newer version. This depends on the configuration for [changes to embedded resources](#).

### Related info

- <https://www.mediawiki.org/wiki/Manual:Reverts>

## Wikitext

Wikitext is a simplified markup language that is used to format and structure text and other data.

While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data.

Contents

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2.4 Magic words ..... 72

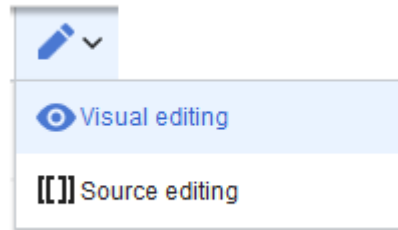
3 Download Wikitext reference ..... 73

4 Related info ..... 73

## How do I use Wikitext?

---

When you edit a page, you can switch between visual editing and source editing using the editor toolbar.



Wikitext can be entered in source editing mode. When you are in visual editing mode, VisualEditor inserts Wikitext "behind the scenes". If VisualEditor doesn't format elements on a page correctly, you can always switch to source editing to correct the issues directly in Wikitext.

## Examples of Wikitext

---

Here are some typical examples of Wikitext:

### Text formatting

- This is `'''bold'''`
- This is `'''italic'''`
- This is `<u>underlined</u>`

### Structuring

- This is a `==Heading==`
- This is an `*unordered list element`
- Table:

```
{| class="wikitable"
|-
!header 1
!header 2
|-
|row 1, cell 1
|row 1, cell 2
|-
|row 2, cell 1
|row 2, cell 2
|}
```

## Links / Embedded files

### Link to internal wiki page

```
[[Wikipage|Label]]  
[[Pancake|Best Pancake]]
```

### Link to external website

```
[url label]  
[https://wikipedia.org Wikipedia]
```

### 'Link with parameters

```
<span class="plainlinks">[{{fullurl:{{FULLPAGENAME}}|action=edit}} Edit this page]</span>
```

This link opens the referenced page in edit mode in a new tab.

### Embed image/file

- `[[Datei:image-or-pdf-name.png]]` - - - **Image/PDF is embedded on page**
  - the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview
  - otherwise, a link to the file description page is created
    - can be embedded: PDF, Tiff (with extension)
    - cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...
- `[[Media:image-or-pdf--name.png]]` - - - **Links to image / PDF**
- `[[[:Datei:image-or-pdf--name.png]]` - - - **Links to file description page**

### Magic words

Type of Wikitext	Example
Special character	<code>&amp;atilde;</code> → ã <code>&amp;ccedil;</code> → ç UTF-8 is possible
Comment	<code>&lt;!-- unnoticed --&gt;</code>
No "wiki translation"	<code>&lt;nowiki&gt;</code> and <code>&lt;/pre&gt;</code>
Table of contents	<code>__TOC__</code> and <code>__NOTOC__</code>
Signature	<code>--~~~</code>



Type of Wikitext	Example
Redirect	<code>#REDIRECT [[targetpage]]</code>
Template	<code>{{template name}}</code>

## Download Wikitext reference

 [Wikitext reference](#)

### Related info

- [meta.wikimedia.org/wiki/Help:Wikitext\\_examples](https://meta.wikimedia.org/wiki/Help:Wikitext_examples)
- [Magic words](#)
- [https://www.mediawiki.org/wiki/Help:HTML\\_in\\_wikitext](https://www.mediawiki.org/wiki/Help:HTML_in_wikitext)